SUNYIT
Engage the Future.
Change the World.

State University of New York
Institute of Technology at Utica/Rome

2011-2013

Graduate Catalog

Dr. Geethapriya Thamilarasu
Assistant Professor, Computer Science

President's Message

Welcome!

SUNYIT–the State University of New York Institute of Technology at Utica/Rome–is a unique member of the largest comprehensive public system of higher education in the nation, the State University of New York.

Founded in 1966, SUNYIT provides undergraduate and graduate degree programs in technology and professional studies. Opportunities abound for our graduate students who come from all over the region and around the world.

SUNYIT is situated on hundreds of beautiful acres in the foothills of the Adirondacks, and we are currently engaged in a $100 million dollar campus expansion. Even as construction continues on major projects, our students and faculty enjoy 21st century academic facilities in a picturesque, natural setting.

Please refer to this catalog frequently as it is both a valuable resource and a useful guide. On behalf of the faculty and staff, I extend best wishes for your success at SUNYIT.

Sincerely,

Bjong Wolf Yeigh
President and Professor

Table of Contents

About SUNYIT

The State University of New York Institute of Technology at Utica/Rome (SUNYIT) offers undergraduate and graduate degree programs in technology and professional studies. The SUNYIT campus is a high-tech learning environment on hundreds of acres in Marcy, N.Y., with students from all over New York, many other states, and more than 20 other nations.

Established by the SUNY Board of Trustees on June 14, 1966, SUNYIT is New York's public institute of technology. Originally a graduate and upper-division institution, the college offered classes in temporary locations and at extension sites for several years until the first buildings were constructed on the permanent campus in the 1980s. Three new buildings were scheduled for completion in 2011: the Student Center, Field House, and Oriskany Residence Hall. A technology complex comprising the Center for Advanced Technology and the Computer Chip Commercialization Center is scheduled to be completed in 2013.

At SUNYIT, students are mentored by experienced faculty in small classes, many with fewer than 20 students. Through internships, close cooperation with employers, and an annual career fair, graduates enjoy extraordinarily high placement rates. In addition to their commitment to quality teaching, faculty engage in scholarly research including collaborative efforts with the Air Force Research Laboratory in Rome, N.Y.

Apart from their excellent academic experience, SUNYIT students enjoy campus life in highly rated residence halls. Mohawk and Adirondack Residence Halls offer the privacy and convenience for apartments, with students sharing suites in townhouse-style buildings. Oriskany Residence Hall, opening in fall 2011, was designed specifically for freshmen.

Life on campus also features a full menu of recreational and cultural experiences. The Student Center, completed in 2011, includes a dining area, offices and meeting rooms for student clubs, a theater and lounges, a 20-foot media wall, and an environment enhanced for computer gaming. The Field House, also completed in 2011, is home to SUNYIT's Wildcat intercollegiate athletics and campus intramural and recreation programs. It includes a state-of-the-art fitness center, indoor running/walking track and various sports facilities. A new, lighted turf field, baseball field and other improvements are nearing completion. The Campus Center houses a gymnasium, racquetball courts, fully-equipped exercise and weight rooms, a swimming pool, saunas, and a 400-seat dining hall. SUNYIT is a member of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC), and the North Eastern Athletic Conference (NEAC). NCAA Division III athletics and intramurals are complemented by entertainment, activities and community-building experiences that support and sustain a unique campus culture.

The campus is home to a U.S. Department of Defense Reliability Information Analysis Center (RIAC), a $19 million project operated under the auspices of a team comprising: Wyle Laboratories, Inc., of Huntsville, Ala.; SUNYIT; Quanterion Solutions Incorporated of Utica, N.Y.; the University of Maryland; and The Pennsylvania State University. Also located in Kunsela Hall is a Department of Defense Data and Analysis Center for Software Basic Center Operations (DACS BCO), operated by Quanterion Solutions of Utica under a $33.9 million contract. DACS BCO is a Department of Defense Center of Excellence in software engineering; collecting, analyzing and disseminating technical information.

The SUNYIT campus is a resource for the region in a variety of ways. Business owners and entrepreneurs have obtained help, advice and services from the Small Business Development Center at SUNYIT, one of 23 campus-based regional centers and 50 outreach offices in New York State providing expert management and technical assistance to solve business problems and foster entrepreneurship. Through Digital Towpath, SUNYIT is a technology resource for municipal governments across the state. SUNYIT is headquarters for Leadership Mohawk Valley, a program that has prepared hundreds of professionals for community leadership roles. Throughout the year, the campus welcomes hundreds of senior citizens who take part in lifelong-learning courses as part of the Mohawk Valley Institute for Learning in Retirement.

SUNYIT's more than 22,000 alumni are enjoying successful careers in many fields across the country and around the world. With a growing number of degree programs and the continuing development of the campus, SUNYIT continues to build on four decades of providing affordable, quality education and service as part of the nation's largest comprehensive system of public higher education, the State University of New York.

Our Mission

The mission of the State University of New York Institute of Technology at Utica/Rome (SUNYIT) is to offer undergraduate studies in professional, technical, and selected liberal arts fields, as well as graduate studies in selected academic disciplines; to encourage participation in educationally oriented community and public service; and to support basic and applied research appropriate to its curricula.

SUNYIT values and encourages academic and intellectual achievement of the highest quality, broad access to persons motivated to pursue college preparation and experience, the breadth and depth provided by a sound and comprehensive liberal arts education and the technical competencies inherent to the applied disciplines. SUNYIT is committed to the integration of these elements in a coherent program of higher learning.

In addition, SUNYIT strives to provide a challenging, culturally diverse, and supportive educational environment that fosters and encourages active student participation in residential life and student organizations, athletics and recreation, and cultural and social events.

Utica and the Mohawk Valley

Located at the western end of the Mohawk Valley, Utica is the natural gateway to the beautiful Adirondack Mountains and scenic Thousand Islands. The city lies near New York State's geographic center; it is 233 miles from New York City, 190 miles from Buffalo, 100 miles south of the St. Lawrence River, 90 miles north of Binghamton, 90 miles west of Albany (the state capital), and 50 miles east of Syracuse. Utica is a regional transportation hub; visitors can arrive by air (at Hancock International Airport in Syracuse), train or bus (Amtrak and Greyhound service to Utica's historic Union Station), or car (the New York State Thruway or state routes 5, 8, 12).

The Utica-Rome area is steeped in history—from the American Revolution through the Industrial Revolution—and is enriched by both cultural diversity and support for the performing and decorative arts. Utica is home to the internationally recognized Munson-Williams-Proctor Arts Institute, the Utica Symphony Orchestra, Broadway Theater League, the Stanley Performing Arts Center, the Utica Zoo, and a municipal ski facility and youth recreation center. Historical, cultural and recreational destinations in Rome include the Fort Stanwix National Monument, Erie Canal Village, historic Capitol Theatre, Oriskany Battlefield State Historic Site, and Delta Lake State Park. Utica is home to the National Distance Running Hall of Fame, and hosts one of the sport's premiere events the second Sunday of July: the Boilermaker Road Race. The race attracts the world's elite runners in an annual field of about 10,000 participants.

Additional recreation and entertainment attractions are a short drive away, including: Woods Valley, Snow Ridge and McCauley Mountain ski areas; Hinckley and Oneida Lakes, popular fishing and boating locations; and hundreds of Adirondack lakes, parks, campgrounds, hiking trails, and scenic views. With its history, natural beauty, and vibrant communities, the region enjoys numerous social, cultural, and recreational opportunities.

Admission

Applying for Admission

An Application for Graduate Admission at SUNYIT must be submitted to the SUNYIT Graduate Center. The fall (August) domestic student application deadline for enrollment is August 1; the domestic student deadline for spring (January) is December 1. The graduate application deadline for international students applying for fall admission is July 1. The international application deadline for spring admission is November 1.

Both the online and paper applications along with supplemental materials can be found at: www.sunyit.edu/graduate_center/apply_now. A paper application can also be obtained by calling the SUNYIT Graduate Center.

Notification of admission decisions begins late January for fall enrollment and late September for spring enrollment. Decisions continue on a rolling basis until the class is full. SUNYIT reserves the right to close admission at any time.

Questions regarding admission to a graduate program should be referred directly to the Graduate Center.

Transcripts

Official transcripts from all colleges previously attended must be sent to: SUNYIT Graduate Center, 100 Seymour Road, Utica, NY 13502.

Admission Guidelines & Application Materials by Program

■ **Accountancy (MS)**
Admission Guidelines

All applicants to the MS Accountancy program must possess a baccalaureate degree from an accredited university or college. Applicants without a baccalaureate degree in accounting will be required to complete pre-requisite undergraduate coursework in accounting, business law, finance, statistics, economics, general business and computer science to prepare for the graduate level courses.

The Department of Business Management follows the AACSB (Association to Advance Collegiate Schools of Business) recommended admission guidelines:

A total of 1,050 points based on 200 x undergraduate GPA + GMAT Score. The minimum GMAT score required for admission consideration is 450.

Application Materials Checklist
- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GMAT score report
- One letter of reference
- Résumé

■ **Advanced Technology (MS)**
Admission Guidelines

All applicants to the MS Advanced Technology program must possess a baccalaureate degree with an upper division major in engineering, engineering technology, physics, mathematics or a related area from an accredited college or university. Applicants must generally have a cumulative average of B or better (a GPA of 3.0 on a 4.0 point scale).

Students who have earned a baccalaureate degree in a discipline other than mentioned above, but who possess significant work experience (3-5 years) in an engineering/manufacturing area will be considered for admission on an individual basis.

Application Materials Checklist
- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GRE score report
- Three letters of reference

- Educational objective statement
- Résumé

■ **Computer and Information Science (MS)**
Admission Guidelines

All applicants to the MS Computer and Information Science program must possess a baccalaureate degree with a major in computer science or information systems. In addition, a background in mathematics including, calculus, discrete mathematics and probability is required. Applicants must generally have an average of B or better (a GPA of 3.0 on a 4.0 point scale).

A GRE General Test score of at least 1200 over the quantitative and verbal reasoning portions of the exam is generally required for consideration.

Applicants not meeting the above admission criteria will be considered on an individual basis.

Application Materials Checklist
- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GRE score report
- One letter of reference
- Résumé

■ **Information Design and Technology (MS)**
Admission Guidelines

All applicants to the MS Information Design and Technology program must possess a baccalaureate degree from an accredited university or college with an average of B or better (a GPA of 3.0 on a 4.0 point scale). Lower GPAs will be considered if the student has a strong portfolio, related experience or does well as a non-matriculated student.

Application Materials Checklist
- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Two letters of reference* preferably from a current/former professional supervisor or faculty member.
- Digital portfolio* of selected creative materials supporting preparation for graduate study such as research papers, presentations and design work.
- Educational objective statement
- Résumé

  * *A non-matriculated student who takes an IDT course and attains a 3.5 GPA or higher does not need to submit a portfolio or letters of reference when applying to enter the program.*

■ **Nursing (MS)**

Adult Nurse Practitioner, Family Nurse Practitioner, Gerontological Nurse Practitioner, Nursing Administration, Nursing Education
Admissions Criteria

All applicants to the MS Nursing program must possess a baccalaureate degree with a major in nursing from an NLNAC or CCNE accredited program with a minimum 3.0 grade point average (on a 4.0 scale) for the last 30 hours of undergraduate or graduate level coursework.

Applicants must currently be licensed or eligible for licensure as a Registered Professional Nurse in New York State and must have completed a minimum of one year's work experience as a professional nurse.

All applicants must demonstrate successful completion of a course in descriptive statistics.

Nurse practitioner applicants must also have successfully completed an undergraduate health assessment course within 5 years of registering for NUR 566.

Application Materials Checklist
- Application for Graduate Admission
- $60 application fee

- Official transcripts from colleges previously attended reflecting completion of a BS in Nursing
  - Two professional letters of reference (at least one of these must be an academic reference)
  - Educational objective statement
  - Résumé

- **Technology Management (MBA)**
  Admissions Criteria
  All applicants to the MBA Technology Management program must possess a baccalaureate degree from an accredited university or college.

  The Department of Business Management follows the AACSB (Association to Advance Collegiate Schools of Business) recommended admissions guidelines:

  A total of 1,050 points based on 200 x undergraduate GPA + GMAT Score. The minimum GMAT score required for admission consideration is 450.

  Application Materials Checklist
  - Application for Graduate Admission
  - $60 application fee
  - Official transcripts from colleges previously attended
  - Official GMAT score report
  - One letter of reference
  - Résumé

- **Telecommunications (MS)**
  Admissions Criteria
  All applicants to the MS Telecommunications program must possess a baccalaureate degree with an upper division major in telecommunications, engineering, engineering technology, computer science, photonics, business or a related area from an accredited college or university. Applicants must generally have an average of B or better (a GPA of 3.0 on a 4.0 point scale).

  A GRE General Test score of at least 1100 over the quantitative and verbal reasoning portions of the exam is generally required for consideration.

  Applicants not meeting the above criteria will be considered on an individual basis.

  Application Materials Checklist
  - Application for Graduate Admission
  - $60 application fee
  - Official transcripts from colleges previously attended
  - Official GRE score report
  - One letter of reference
  - Educational objective statement
  - Résumé

International Student Admission

In addition to the standard admission requirements pertaining to graduate study, international applicants must also submit the following materials for admission consideration:

TOEFL/IELTS: International applicants must demonstrate minimum levels of English proficiency through the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The minimum acceptable TOEFL scores are: 550 for the paper-based test, 214 for the computer based test and 79 for the Internet based test. The minimum acceptable IELTS score is an overall band score of 6.5.

Financial Documents: International applicants must submit the SUNYIT FSA-4 document along with a certified bank statement or affidavit of support. Please contact the Graduate Center for the required minimum level of financial support that is required at the time of your application to SUNYIT.

Transcript Evaluation: International applicants may be required to have their transcripts evaluated by World Education Services (WES) or another approved credential evaluator to determine US credit equivalencies of previously completed coursework outside of the US.

International student applications should reflect the student's name exactly as it appears on their passport. SUNYIT is authorized under Federal law to enroll nonimmigrant students.

Standardized Examinations

Graduate Record Examination (GRE)

Applicants to the MS programs in advanced technology, computer science and telecommunications are required to submit scores from the Graduate Record Examination (GRE) General Test. The GRE is administered through the Educational Testing Service (ETS).

The aptitude test is a 3½-hour examination which measures general scholastic ability at the graduate level and yields separate scores for verbal reasoning, quantitative reasoning, and analytical writing abilities. The GRE is a computer-based exam offered at testing centers around the world. Score reports take approximately four to six weeks to reach the SUNYIT Graduate Center. Students should register for the exam in time for the scores to reach campus by the appropriate application deadline dates. The SUNYIT school code for GRE score reporting is 2896.

For more information or to register for the exam, visit www.ets.org/gre. A GRE Information Bulletin can also be obtained by contacting the SUNYIT Graduate Center.

Graduate Management Admission Test (GMAT)

Applicants to the graduate programs in accountancy (MS) and technology management (MBA) are required to submit scores from the Graduate Management Admission Test (GMAT). The GMAT is administered through the Graduate Management Admission Council (GMAC).

The GMAT is a four-hour aptitude test designed to measure certain academic skills important in the study of management at the graduate level. This test does not measure judgment or knowledge in any specific subject matter, and those who take it are neither required nor expected to have undergraduate preparation in business subjects. The GMAT is a computer-based exam offered at testing centers around the world. Score reports take approximately two weeks to reach the SUNYIT Graduate Center. Students should register for the exam in time for the scores to reach campus by the appropriate application deadline dates. The SUNYIT school codes for score reporting are:

> **MBA: K6R-D6-26**
> **MS Accountancy: K6R-D6-24**

For more information or to register for the exam, visit www.mba.com. A GMAT Information Bulletin can also be obtained by contacting the SUNYIT Graduate Center.

Full-Time/Part-Time Graduate Status

A full-time student is one who has registered for a minimum of 12 credit hours per semester. Students awarded graduate assistantships are classified as full-time students when enrolled for nine credit hours of graduate coursework per semester. The maximum student load is considered 15 graduate credit hours per semester.

A part-time graduate student is one who is registered for less than 12 credit hours per semester.

Tuition Deposits

Fall Admission *Domestic Students*
Full-time domestic graduate students applying for fall admission must submit a $50 tuition deposit along with the *Graduate Enrollment Confirmation Card* by May 1. For students accepted after May 1, the deposit is required within 30 days of acceptance. A refund of the tuition deposit will be granted upon written request until May 1 or for students admitted after May 1, within 30 days of the date of deposit.

Part-time domestic graduate students are not required to submit a monetary deposit but must return the *Graduate Enrollment Confirmation Card* according to the same schedule as full-time students.

Fall Admission *International Students*
International graduate students applying for fall admission must submit a $300 tuition deposit along with the *Graduate Enrollment Confirmation Form* by June 1. For students accepted after June 1, the deposit is required within 30 days of acceptance. A refund of the tuition deposit will be granted upon written request until June 1 or for students admitted after June 1, within 30 days of the date of deposit (or later with proof of a visa denial).

Spring Admission *Domestic Students*
Full-time domestic graduate students applying for spring admission must submit a $50 tuition deposit along with the *Graduate Enrollment Confirmation Card* within 30 days of acceptance. A refund of the tuition deposit will be granted upon written request within 30 days of the date of deposit.

Part-time domestic graduate students are not required to submit a monetary deposit but must return the *Graduate Enrollment Confirmation Card* according to the same schedule as full-time students.

Spring Admission *International Students*
International graduate students applying for spring admission must submit a $300 tuition deposit along with the *Graduate Enrollment Confirmation Form* by December 1. A refund of the tuition deposit will be granted upon written request within 30 days of the date of deposit (or later with proof of a visa denial).

In no circumstance will a deposit be refunded after classes begin. Upon course registration, the deposit amount is subtracted from tuition due.

Housing Deposit
Students who wish to reserve a room in the residence halls are required to pay a $150 housing deposit, due with their *Graduate Enrollment Confirmation Card*. Requests for housing deposit refunds must be made in writing to the Residential Life & Housing Office, and are subject to terms and conditions of the Room & Board License. A refund of the housing deposit will be granted until May 1, or for students admitted after May 1, within 30 days of the date of deposit. Only full-time students may reserve a room in the residence halls.

Change of Program
If a student currently enrolled in a specific degree program desires to change from one program to another, an Application for Graduate Admission for the new program must be submitted to the Graduate Center.

Readmission
Readmission is required if you have missed three consecutive semesters of study at SUNYIT.

Readmission/Same Program
Students seeking readmission to SUNYIT into their previous graduate program must file a Readmission Application for Graduate Study with the Registrar's Office.

Readmission/Change of Program
Students seeking readmission to SUNYIT with a change of program must file a new Application for Graduate Admission for the new program with the Graduate Center.

Non-Degree Study
Students may apply to take graduate courses without formal admission to the degree program, on a space-available basis by filing the Non-Matriculated Application with the Graduate Center. Generally, a maximum of six credit hours is allowed for non-degree study. In some instances students may choose to continue taking coursework above the six hour total if permitted, but may not take more than 12 hours before matriculating in their program of study. The maximum number of non-matriculated credits permitted varies from program to program. Permission of the program coordinator is required before a non-matriculated student may register. Graduate coursework taken while in non-degree status may be applicable to the degree program upon formal admission, **however, there is no guarantee of credit applicability or admission by completing coursework in non-degree status.**

Students with Disabilities
SUNYIT does not discriminate against qualified individuals with disabilities in admissions or in access to programs. See Services for Students with Disabilities section.

Academic Requirements and Policies

Information on advisement, progression, retention, grading policies, course load, and procedures for processes such as add/drop, change of graduate status, advancement to candidacy, etc., can be obtained from the appropriate academic department.

Accreditation

The State University of New York Institute of Technology is accredited by the Board of Regents of the State of New York. Its academic programs are registered by the State Education Department.

SUNY Institute of Technology is accredited by the Middle States Association of Colleges and Schools. Its educational programs in nursing and health information management are accredited by the Commission on Collegiate Nursing Education (CCNE), and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The following programs are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology: civil engineering technology, electrical engineering technology, industrial engineering technology, mechanical engineering technology, and computer engineering technology.

The Association to Advance Collegiate Schools of Business (AACSB) accredits the State University of New York Institute of Technology undergraduate degree programs in accounting, business, finance, and health services management and graduate programs in health services management (MBA), technology management (MBA) and accountancy (MS).

Academic Standards

Each matriculated graduate student must maintain an overall academic grade point average of 3.0 (B grade). A student may, through the advisor, submit a petition to the department to repeat a maximum of two (2) courses in which a C grade or less was received. No more than two (2) C grades will count towards a graduate degree.

If a student does not receive a passing grade in a course which is a prerequisite for another course in the program, the student may not proceed to take other course(s) until the prerequisite has been met.

Grading System

Letter grades are used for the final rating in all courses. The grades and an interpretation of the quality of work follow:

A	Excellent	4.0	Quality Point Per Credit Hour
A-		3.67	Quality Point Per Credit Hour
B+		3.33	Quality Point Per Credit Hour
B	Good	3.0	Quality Point Per Credit Hour
B-		2.67	Quality Point Per Credit Hour
C+		2.33	Quality Point Per Credit Hour
C	Passing	2.0	Quality Point Per Credit Hour
F	Failing	0.0	Quality Point Per Credit Hour
I	Incomplete	This grade is granted by the instructor when a student has failed to complete course requirements on schedule. An incomplete grade must be removed by mid-semester of the following regular semester unless the student has applied in writing and has received an extension for a specified time. Approval of requests for renewal will be at the option of the faculty member and department chair. Any incomplete grade not removed within the stated time will become an F grade at the next semester midpoint.	

IP	In Progress Passing	
		This grade is assigned at the discretion of the instructor when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of a semester, ie., practicums, internships, research, etc. An IP grade that is not removed by the end of the following semester will be recorded as an F grade.
S	Satisfactory	Upon receipt of a Satisfactory grade the student will receive credit for the registered number of semester hours.
U	Unsatisfactory	With an Unsatisfactory grade, the student must register again for the requisite number of semester hours in order to receive credit toward degree requirements.
W	Withdraw	Students who find it necessary to withdraw from a course must notify the Registrar's Office within the approved time frame to receive a W for the course.

Degree Requirements

Each program is autonomous in establishing specific degree requirements. Individual program policies and procedures may be reviewed in the individual program descriptions.

Code of Academic Conduct

Refer to the current Student Handbook for SUNYIT's Code of Academic Conduct.

Graduate Standing

The following definitions, procedures and regulations apply to graduate standing:

Matriculation: A matriculated student is one who has followed the standard SUNY admission policies for entrance to SUNYIT and is formally enrolled in an established program leading to a degree at SUNYIT. A student who discontinues enrollment for more than three semesters will lose status as a matriculated student and must apply for readmission.

Full-Time/Part-Time Graduate Status: A full-time student is one who has registered for a minimum of 12 credit hours per semester. Students awarded graduate assistantships are classified as full-time students when enrolled for nine credit hours of graduate coursework per semester. The maximum student load is considered 15 graduate credit hours per semester.

A part-time graduate student is one who is registered for less than 12 credit hours per semester.

Academic Warning: At the completion of each semester, each student's academic record is routinely reviewed, and if the cumulative grade point average is below 3.00, the student is placed on academic warning for the following semester.

Academic Dismissal: At the completion of each semester, the academic record of each student on academic warning will be reviewed for academic dismissal reasons. If the semester grade point average of a student on academic warning is below 3.00 after nine (9) credit hours, the student will be academically dismissed. No student will be academically dismissed without first being on academic warning.

Readmission Following Academic Dismissal: Students dismissed for academic deficiencies who wish to apply for readmission to SUNYIT must submit their written application to their department chairperson. The chairperson will evaluate the application and make a determination as to readmission. Readmission may be delayed until one full semester has elapsed and will generally be the case if a student is applying for readmission a second time. Establishing matriculation in a degree program is governed by the regulations for matriculation in that program at the time of readmission.

Continuous Registration: All graduate students must maintain continuous registration, equal to or greater than one credit while doing their final thesis, project, or capstone experience. Students can do this by registering for CMT 600 - Continuous Registration. (Computer Science students completing a thesis will register for CS 599 and Telecommunications students completing a thesis will register for TEL 599). This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Withdrawal: To retain good academic standing, students who withdraw voluntarily must officially withdraw through the Registrar's Office. Students who do not officially withdraw may receive failing grades in any courses not completed. The student who withdraws voluntarily without being granted a leave of absence loses matriculation status. Should the student desire to return at a later time, the student must file a Readmission Application for Graduate Study with the Registrar's Office and be approved for readmission. (Admission/graduation requirements in effect at the time of re-entry will apply.)

Leave of Absence: Leave of absence for a specified period of time may be granted to a student not subject to academic dismissal. A student applying for a leave of absence must give a definite date for re-registration at SUNYIT. A student not returning for re-registration within the specified time will be classified as an official withdrawal. Application for a leave of absence must be made to the chairperson of the department in which the student is enrolled.

Graduate Course Requirements

Class Attendance: Each student is expected to attend class regularly in order to achieve the maximum benefit from educational activities. The student is responsible for all classwork missed, regardless of the reasons for absence. Each instructor sets the standards of performance to be met by each student for each course in keeping with the standards and policies of SUNY and the college, or department. Expected performance is defined at the beginning of the course. The student's performance in relation to the established standards shall determine the student's grade in a course.

Time Requirement for Courses: It is the policy of SUNYIT for all courses offered to conform to the New York State Education Regulations requiring at least 15 hours of instruction* and at least 30 hours of supplementary assignments for each semester credit hour awarded in lecture/discussion courses. For example, a three credit course requires at least three hours of instruction plus supplementary assignments requiring at least six additional hours each week for the 15-week semester.

Courses involving laboratories, independent studies, tutorials, or practicum experiences are required to have some combination of instruction, laboratory work, and/or supplementary assignments equaling at least 45 hours for each credit awarded.

Inclusive of examinations. An hour of instruction equates to 50 minutes of actual class time.

Substitution of Courses: The academic department chairperson may allow substitutions for a particular credit course required in a program or curriculum. The student's advisor must formally recommend the substitution as part of the petition for waiver.

Independent Study: Independent study projects are designed to provide matriculated students with the opportunity for a learning experience in a specific area of knowledge not provided by regular courses at SUNYIT. They are not to be used in lieu of courses listed in the general catalog, nor are they to be considered guaranteed offerings; they are available to the student as facilities, faculty, time, and interest permit. Within these guidelines each academic department defines its concept of independent study.

Responsibility for planning, conducting, and reporting on an independent study project rests with the student. However, students are to seek the assistance of a faculty member in developing proposals. The student must submit a proposal to the faculty member specifying educational goals, proposed methods of evaluation, duration of the project, and the number of credit hours. The completed proposal is reviewed by the chairperson of the subject area. *Registration for independent study can only occur after the proposal has been approved by that chairperson.* Independent study courses cannot be added after the normal add date for the semester. A copy of the proposal must be filed with the registrar in order to be registered by the Registrar's Office. At the end of the study period, the faculty member will receive documentation of the results, assign an appropriate grade, and forward the grade with an abstract to the registrar.

Auditing: Students must complete a Course Audit Registration Form for a course to be taken for audit. The form must be signed by the instructor of the course and the chair of the department within which the course is offered. Students taking courses for audit may submit audit form beginning the first day of class and no later than the last day to add classes. Tuition and fees are not charged for audited courses, and there will be no notation of these courses on the college transcript. *Note: Online and hybrid courses can not be audited.*

Adding or Dropping a Course: A student may add or drop a course, without academic record, by completing the appropriate forms available in the Registrar's Office and obtaining the required approvals (refer to the comprehensive academic calendar for appropriate dates). During the third through tenth week of the semester, any student dropping a course receives a "W" grade. After the tenth week of class, a letter grade A-F is assigned.

Section Changes: Change of section is accomplished by the use of an add/drop form.

Final Grade Reports: Students should carefully review their final grade reports that are available on Banner web at the conclusion of each semester. Errors should be immediately reported to the Registrar's Office. Students have one year from the end of any semester in which to request, in writing, a correction to their academic record, and must provide appropriate documentation to support the request.

Students Unable to Register or Attend Classes on Certain Days Because of Religious Beliefs. The SUNY policy on attendance in class states: No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that the student is unable, because of religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements which the student may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said student such equivalent opportunity.

If registration, classes, examinations, study, or work requirements or opportunity to register are held on Friday after four o'clock post meridian, or on Saturday, similar, or make-up classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the

student for these classes, examinations, study, or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of the student's rights under this section.

Residency Requirements

Students in graduate degree programs must complete at least 27 semester hours of graduate credit in residence at SUNYIT. It should be noted that bridge coursework required for the computer science program cannot be applied to this requirement.

Requirements for Graduation

While each student is assigned a faculty advisor and is given an opportunity to obtain additional counseling on personal and collegiate matters, final responsibility rests with the student to assure that all degree program requirements are satisfied for graduation as follows:

1. **Students must submit an application to graduate form to the Registrar's Office by the preceding November 1 for May graduation, by April 1 for August graduation, or by June 1 for December graduation. The list of potential graduates is forwarded to each academic department and advisors and the registrar review each student file to determine if all requirements have been met. All students have approximately three weeks from the formal date of graduation to submit any paperwork required to clear them for graduation (specific deadline dates are posted each semester by the Registrar's Office). Students not meeting this deadline will be notified in writing that they have not graduated.**
2. **Satisfactory completion of program credit requirements with a minimum cumulative GPA of 3.0 for all coursework taken at SUNYIT.**
3. **All specific program requirements must be met.**
4. **A 3.0 GPA in all courses in the major, as identified by the department.**
5. **No more than two "C" grades will count toward a graduate degree.**

There is a $10.00 diploma cover fee which must be paid prior to graduation. All financial obligations must be cleared before the diploma is released.

Time Limit on Completing Degree Requirements

Courses completed more than seven (7) years before the term in which the degree is awarded may not be used for credit toward the advanced degree. In the event that attendance has been interrupted due to extenuating circumstances, exceptions may be made by the department with approval of the Provost.

Degree requirements are determined by the catalog under which the student is initially matriculated, and remain in force if the student maintains continuous matriculation. A student who discontinues enrollment for three consecutive semesters or more may apply for readmission and then fulfill the degree requirements in effect at that time.

Transfer of Graduate Credit

Students seeking transfer credit, at the time of admission, must provide official transcripts to the Graduate Center at SUNYIT. Only graduate courses with a grade of A or B and completed less than seven years prior to matriculation are transferable. Transfer credit will not be included in the computation of a graduate student's grade point average at SUNYIT. A maximum of six hours of graduate work may be accepted for transfer credit by SUNYIT, with the exception of the Department of Nursing and Health Professions majors in Adult Nurse Practitioner, Family Nurse Practitioner, Gerontological Nurse Practitioner, or Nursing Administration which accept up to 12 credits. A maximum of 12 hours of graduate coursework may also be accepted for MBA students; and up to 9 credits for Nursing Education.

If, after being admitted to a degree program, a student wishes to transfer courses from another institution, he or she must submit the "Petition to take Courses at Another College" to his or her advisor. This petition requesting such approval must include institution name, catalog number, title, and description of each course being proposed for transfer credit and the equivalent course at SUNYIT. Upon completion of the course, an official transcript must be sent to the Registrar's Office at SUNYIT.

Dual Master's Degrees

1. A student possessing a master's degree from another institution may earn a second master's degree from SUNYIT by completing the specific degree requirements and the college residency requirement.

2. A student may earn two master's degrees from SUNYIT. The student must satisfy all degree requirements for each program. A student wishing to complete more than one master's degree may transfer a different set of courses for each degree but in no case is a student allowed to transfer more than 6 credit hours for each degree. A student may use up to 9 credits, taken at SUNYIT, to apply towards the 27 hour residency credit requirement of the second degree program. A student may satisfy both requirements simultaneously.

Exceptions to Academic Policies

Students seeking an exception to an academic policy may do so by filing a petition form with the chair of their academic department.

Transcript Request Policy

SUNYIT transcript requests must be made in writing with the student's signature. Telephone requests cannot be legally honored. There is a $5.00 processing charge for each copy of a transcript requested. All financial obligations to SUNYIT must be cleared prior to the issuance of a transcript.

Certifying Official

The Registrar is designated as SUNYIT's certifying official and performs the following certification functions: Veterans Educational Benefit Certification, verification of enrollment (i.e., insurance, employment, enrollment certification for NYS Higher Education, loan servicing centers and banks, etc.), and certification/verification of graduation.

Regional Educational Consortium

SUNYIT is a member of a regional educational consortium that includes Empire State College (Utica location only), Herkimer County Community College, Hamilton College, Mohawk Valley Community College, SUNY College of Technology at Morrisville, and Utica College. Full-time matriculated students at any of the consortium partners are able to enroll in one course of up to four credits of eligible coursework per semester (fall and spring only) at partner campuses without incurring additional tuition charges.

Eligible courses must be applicable to the student's degree program and approved by the student's academic advisor, then certified by the Registrar. Courses are ineligible if SUNYIT offers the same or equivalent course during the same semester. Registration in eligible courses is provided by the host campus on a space-available basis, determined by the host campus on or about the first day of classes.

When enrolled in a course at another campus, students are reminded that the course will follow the calendar and all academic and student conduct regulations of the host campus. While there is no additional tuition charge for courses taken under this program, students will be charged by the host campus for any fees (e.g., parking, technology, computer, student activity, etc.) normally assessed upon part-time students. In addition, SUNYIT may impose an administrative fee.

Full details on this program, which may be modified from time to time, are available in the Office of the Registrar.

Academic Programs – HEGIS Code

The Higher Education General Information System (HEGIS) Taxonomy is a nationally accepted classification scheme for assuring consistency in the curriculum content of courses leading to a degree within a given HEGIS discipline category. Thus, the concept of "information science" is the same for the person studying for a degree in computer and information science, classification number 0701, whether the degree is pursued at SUNYIT or at another institution. Enrollment in other than the following registered, or otherwise approved, programs may jeopardize eligibility for certain student aid awards.

HEGIS	Classification	Degree
0502	Accountancy	M.S. Master of Science
0925	Advanced Technology	M.S. Master of Science
0701	Computer and Information Science	M.S. Master of Science
1203.10	Family Nurse Practitioner	M.S. Master of Science
	Family Nurse Practitioner	Advanced Certificate
1203.10	Gerontological Nurse Practitioner	M.S. Master of Science
	Gerontological Nurse Practitioner	Advanced Certificate
1203.10	Nursing Education	M.S. Master of Science
	Nursing Education	Advanced Certificate
0799	Information Design and Technology	M.S. Master of Science
1203.10	Nursing Administration	M.S. Master of Science
1203.10	Adult Nurse Practitioner	M.S. Master of Science
	Adult Nurse Practitioner	Advanced Certificate
0599	Technology Management	M.B.A. Master of Business Administration
0799	Telecommunications	M.S. Master of Science

Student Services

The faculty and staff of SUNYIT are committed to providing a full range of advising, counseling, tutorial, and other services to support the intellectual and social development of students.

Athletics and Recreation

The intercollegiate sports and recreation program offers a variety of activities for the experienced student-athlete, the fitness enthusiast, the intramural participant and the avid sports fan. The Department of Athletics and Recreation encourages active participation from all students, faculty and staff at SUNYIT.

Athletic Facilities: The new Field House is equipped with a fitness center featuring a variety of treadmills, cross trainers, stair climbers and circuit training equipment, including free weights, which can benefit any fitness goals members of the SUNYIT community may have. The gym, running track, basketball court, and racquetball court comprise the Campus Center indoor facilities; outside, facilities include the Roemer fitness trail, soccer, baseball and softball fields, and a golf practice area. The Field House also features multiple court areas, a running track and an aerobics room and is adjacent to a lit turf field.

Intercollegiate Teams: Our intercollegiate sports program, a member of the NCAA III, the NEAC, and ECAC, includes competitive teams in men's baseball, men's and women's basketball, men's and women's cross country, men's and women's soccer, women's softball, men's and women's volleyball and men's and women's lacrosse.

Intramurals and Recreation: Our recreation staff will help you to become involved in a myriad of single event or league intramural programs. Teams from the residence halls can take on teams of off-campus students in sports like volleyball, basketball and indoor soccer, or mix-and-match players with the help of the intramural director. We want you to become active and involved!

For Credit Courses: Athletics offers 1-credit courses in fitness and recreation. Learn how to utilize the fitness center equipment and how to manage a personalized strength training or aerobic training program. Begin playing or hone your skills in recreational sports like golf and racquetball. Classes are offered each semester.

Club Sports: Students interested in competing less formally have the opportunity to participate in a variety of club sports. The ski and snowboarding club, hockey club, scuba club, lacrosse club, bowling, indoor soccer, fencing, cricket, water polo and mountain biking/running club are examples of teams that the Student Association at SUNYIT has sponsored in the past.

When you come to campus, please visit with us and we'll get you involved! Athletics is located in the Field House. For more information, contact us at (315) 792-7520 or visit our website at www. wildcats.sunyit.edu.

Career Services

The Office of Career Services, located in Kunsela Hall Room B101, offers students a wide range of career planning services to include resume writing and interviewing workshops, mock interview sessions, job search and internship assistance, and individualized career counseling. Students are strongly encouraged to register with Career Services as soon as they are admitted to the college. Registering upon admission allows students to take full advantage of these services and to gain access to the comprehensive web-based student/employer database, College Central Network. Students who create an account receive targeted e-mails regarding internship and employment opportunities available throughout the academic year. For more information, contact us at (315) 792-7165 or visit our website at www.sunyit.edu/careerservices.

Counseling Center

The Counseling Center is here to support and enhance the educational experience of SUNYIT students. The center provides prevention, intervention and referral services to the student addressing emotional and behavioral needs and issues. The center is a great resource for faculty, staff and families to assist the SUNYIT student by providing counseling services regarding personal and emotional concerns, relationship difficulties, college adjustment concerns, etc.

The Counseling Center, associated with the Health & Wellness Center is located in the Campus Center, Room 217. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. by appointment. Additional times are available, specific to the individual student. All services are strictly confidential.

For more information, contact us at (315) 792-7172 or visit our website at www.sunyit.edu/counseling.

Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) is designed to help provide a broad range of academic and financial services to New York State residents who, because of academic and economic circumstances, would otherwise be unable to attend a postsecondary educational institution.

The Educational Opportunity Program is a New York State funded initiative that focuses on equity. Educational Opportunity Program provides structured support services including counseling, tutoring, and often times remedial/developmental coursework. In addition to academic support, program participants receive financial assistance toward their college expenses. As a whole the Educational Opportunity Program is often utilized to recruit prospective students and support the retention and graduation of participants.

For more information, visit us in Kunsela Hall Room B101, call (315) 792-7805, or visit our website at www.sunyit.edu/eop.

Food Service

Campus food service is provided in two locations at SUNYIT. It is required that all resident students participate in the campus meal plan.

Meal plan participants are able to dine in the Campus Center Dining Hall with unlimited seconds for a meal swipe. A nutritious menu is available with a variety of stations to choose from; there is an entrée line, which also offers vegetarian choices, a grill to order area, deli station with Panini's, homemade soups, pizza, beverages, salad bar and dessert station. Operation hours are seven days a week, providing breakfast, lunch and dinner menu, with continuous service during the week. Weekends offer brunch and dinner.

The Student Center is a full service food court. Hours of operation are breakfast, lunch, dinner and late night Monday through Friday. Saturday and Sunday the Student Center is open for late night dining. The Student Center features a stone baked pizza area, create your own sub station, homemade soups, charbroiled grill area, made to order sauté station, fresh baked desserts, salads, Simply to Go items, beverages, snacks, soft ice cream and smoothie bar.

Health and Wellness Center

The Health and Wellness Center, conveniently located in the Campus Center Room 217, provides evaluation, treatment and prevention of health-related problems for full-time, part-time, undergraduate and graduate students. The Health and Wellness Center is staffed by a part-time physician, nurse practitioners, registered nurses, a health educator and support personnel. It is open daily Monday through Friday with the hours posted each semester.

SUNYIT is supported through a mandatory health fee each semester. This fee provides each student comprehensive, confidential health-related services by appointment or walk-in basis at the Health and Wellness Center. Not to be confused with the mandatory health insurance fee that covers off-campus health care services. Some services provided by the mandatory health fee include:

Clinical Services:

- Sick/Injury Care - medical evaluation, treatment & follow-up medical care
- Vaccinations - MMR, Influenza, etc.
- Women's and Men's Health - GYN examinations, birth control, STD testing, etc.
- Blood work/laboratory work - throat cultures, HIV, etc.
- Medications - prescription & over the counter
- Medical Equipment/Supplies/Other - crutches, band-aids, cough drops, etc.
- Referrals - to private practitioners, community agencies, etc.

Health Education:

- Free, confidential HIV testing & counseling
- Alcohol/substance abuse screening & counseling
- Current health-related educational literature/resources
- Appropriate health guidance with necessary referral
- Prevention focused programs
- Peer education programs
- Smoking cessation assistance & counseling
- Registered Dietician Services

Student Health Requirements:

All students are REQUIRED to provide the following health documents to the Health and Wellness Center before August 15 for fall admission and January 15 for spring admission.

1. **Immunizations - Mandatory for all students registered for six (6) or more credits. Non-compliant students will be de-registered pursuant to the directives of the law.**

    a) **Measles, Mumps and Rubella (MMR)** - NYS Health Law § 2165 requires all on campus students provide documentation of immunity to MMR. Persons born prior to 1/1/57 are exempt.

    Required documentation:

    ✓ **Measles:** Two dates of immunization given after 1967 AND on/or no more than 4 days prior to the first birthday

    ✓ **Mumps:** One date of immunization given on/or no more than 4 days prior to the first birthday

    ✓ **Rubella:** One date of immunization given on/or no more than 4 days prior to the first birthday

OR

✓ **Titers:** Date AND positive results of the measles titer, and/or mumps titer and/or rubella titer

b) **Meningococcal Meningitis** - NYS Health Law § 2167 requires all on or off campus students provide the following documentation:

✓ One date of the meningococcal immunization given within the past 10 years

OR

✓ Completion of the Meningococcal Information Response Form indicating acknowledgement of meningococcal disease risks and refusal of the meningococcal meningitis immunization signed by the student (or student's parent/guardian if under 18 years old). The Meningococcal Information Response Form is enclosed in the admission packet.

2. **Health History and Physical Examination within the last two (2) years - Mandatory for all students registered for twelve (12) or more credits.** The student may only receive clinical services at the Health & Wellness Center after the health history and physical examination have been submitted. Full-time students will not be permitted to register for another term until this health requirement has been met.

3. **Medical Insurance - Mandatory for all students registered for twelve (12) or more credits.** All full-time students must possess some type of medical insurance. SUNYIT provides a basic, economical medical insurance plan for students who need coverage or wish to purchase additional coverage.

    a) **Domestic Medical Insurance Policy** - EACH semester all domestic students taking twelve (12) or more credits are automatically billed for a medical insurance policy as designated by SUNYIT. If a student has other medical insurance coverage, i.e. under a parent or employer, and the student does not wish to purchase the SUNYIT designated medical insurance, a waiver must be completed prior to attendance EACH semester. Automatic billing will occur, if a waiver is not completed EACH semester. The medical insurance waiver is online: http://healthwaiver.sunyit.edu.

    Students taking less than twelve (12) credits are not billed for the medical insurance designated by SUNYIT but may purchase it at the Business Office each semester.

    b) **International Medical Insurance Policy** - The State University of New York requires all international students entering the country for study or research, or any US student studying abroad in a SUNY sponsored program purchase a SUNY medical insurance policy. Medical insurance information is mailed upon admission and students are automatically billed.

For questions or more information, please contact the Health and Wellness Center, at (315) 792-7172 or visit our website at www.sunyit.edu/health_wellness.

Wellness Committee

SUNYIT recognizes the importance of health education and prevention on the college campus as well as in the local community

and has established a Wellness Committee to promote these related issues. The purpose of the Wellness Committee is to provide the learner with valuable, current information that will prepare them to lead healthy lives long after leaving the learning environment. The committee is comprised of faculty, staff and students.

The committee schedules and holds programs on numerous health and wellness related topics for the campus community. The committee has held programs focusing on issues such as: nutrition/weight management, alcohol/substance abuse, stress management, and personal safety, among others.

Students interested in joining the Wellness Committee should contact the Health and Wellness Center.

Services for Students with Disabilities

SUNYIT welcomes students with disabilities. A student with a disability should discuss individual needs with the Disability Services Counselor at any time to understand options for academic accommodations or disability services at SUNYIT. An appointment with the Disability Services Counselor is needed for the consideration, planning, and provision of the necessary support services.

The Disability Services Counselor assists with the following services: counseling/orientation for new and transfer students, advance registration for mobility-impaired students, securing housing, arrangements for transportation and parking, and academic accommodation plans based on a student's documented disability.

The Disability Services Counselor serves as liaison with the New York State Vocational Rehabilitation Service, the New York State Commission for the Blind and Visually Impaired, and other agencies serving or sponsoring the student.

Students with disabilities seeking accessible suites in the residence halls should contact the Residential Life and Housing Office at (315) 792-7810. For more information regarding the Disability Services Program, visit us in Kunsela Hall Room B104, call (315) 792-7170, or visit our website at www.sunyit.edu/disability_services.

International Student Services

The Office of International Student Services, located in the Student Center, Room S105, serves the international community of SUNYIT, including students, visiting scholars, and faculty. We provide immigration services, initial and on-going orientation programming and general support to the international population.

Through our immigration services, we help international students maintain their status in compliance with immigration regulations and apply for the immigration benefits for which they are eligible. The International Student Services Office provides assistance and advocacy for all international students with campus, community, state, and federal offices. We offer numerous workshops on immigration topics to international students and the campus community.

As part of our orientation programming, we provide extensive fall and spring orientation programs for incoming international students and workshops throughout the semester on topics relating to living and working in the U.S. The Office of International Student Services works with student groups to help provide activities to complement the educational experiences of international students.

We also assist our current students who are interested in developing skills and experience in full and part-time off-campus work related to their studies. There are two options for this: Curricular Practical Training and Optional Practical Training. There are a limited number of opportunities for international students to work on campus during the semester and over semester breaks.

For more information, contact us at (315) 792-7530 or visit our website at www.sunyit.edu/iss.

Teaching and Learning Support

Student success is very important to SUNYIT, and the services available through our teaching and learning support area are designed to ensure all students have the best possible support during their time at SUNYIT. The teaching and learning support group provides assistance to students and faculty on the exploration and usage of various instructional technologies, including our online learning management system, ANGEL. Students interested in help with either math or writing skills can visit the Learning Center.

Learning Center

The Learning Center, located in Donovan Hall Room G155, offers academic help for students in several ways. Both professional and student tutors are available for most subjects offered at SUNYIT, as well as for English as a Second Language. Special small group instruction is also available for selected courses. The Center offers workshops in areas such as study skills, writing and research, time management, and test taking. The Learning Center also manages any ADA based testing accommodations. Services of the Learning Center are free of charge and available to all SUNYIT students. For more information, contact us at (315) 792-7310 or visit our website at www.sunyit.edu/learning_center.

Computing and Media Services

The use of computers is widely integrated into almost all facets of life at SUNYIT. Every student receives a SUNYIT computer account for access to computer and network resources and an e-mail account for college communications. All official electronic communications between students, faculty and campus offices are sent via the campus e-mail system. Students, faculty, and staff can get assistance with the various computing and media services around campus by visiting, calling (315) 792-7440, or submitting a help ticket (www.sunyit.edu/its) to the help desk located in the Cayan Library. Community members can use SUNYIT's computer labs as well as the wireless and wired network to access various specialized software applications. Virus protection and other software are available to students at no or low costs. Information pertaining to computing resources and software downloads is available at www.sunyit.edu/its.

All classrooms are equipped with multi-media technology to provide the opportunity for an interactive learning experience, and one dedicated classroom includes video and audio conferencing capabilities, enabling speakers and experiences from across the globe to share in the classroom experience.

The Instructional Resources Center, located in Kunsela Hall Room A012, provides all non-entertainment audiovisual and television services to SUNYIT. Studio facilities combined with trained staff enable on-campus production for both video and audio programs in a wide variety of formats for many different uses. Television as an educational aid is an active component. The instructional resources center also provides services to students. A computer graphics workstation provides students access to producing materials and presentations for the classroom. Digital cameras and camcorders are available to borrow for class projects. Students also have access to videotape editing equipment.

Students are encouraged to be an active part of the technology infrastructure of the college. Students may elect to pursue employment within one of the technology support areas or, through coordination with the appropriate faculty advisor, address a specific technology challenge as part of a for-credit academic experience.

Orientation for New Students

A brief one day program is available for new graduate students that covers an introduction to campus services, academic advising and course registration. Students will meet with a faculty member for advisement and will then register for courses using SUNYIT's online course registration system. Students will also learn how to use their campus computing account and can obtain their SUNY-ITCard, books and parking sticker.

Residential Life and Housing

Education is more than formal instruction in the classroom. Informal educational opportunities, including companionship with others are essential aspects of the total college experience. The residence halls are an important setting for this informal education. These student facilities are places for teaching responsible citizenship and for developing personal and social values. Housing is available for over 800 residents. Adirondack and Mohawk residence halls are for graduate and upper class students and contain primarily single room accommodations. Ethernet, wireless and cable service are provided for each resident at no additional charge. Resident students also have access to laundry facilities, study and recreation lounges. The residence halls are staffed 24 hours per day by student Resident Advisors as well as by professional Residential Life and Housing staff who are committed to assisting students in fulfilling their social and housing needs. For more information, please contact the Residential Life and Housing Office at (315) 792-7810 or visit our website at www.sunyit.edu/residential_life.

Off-Campus Housing

Students are invited to contact the Campus Life Office at (315) 792-7530, to receive information about off-campus housing opportunities. Information on Utica-area rooms, apartments, and houses for rent is available.

Personal Safety and Security

A high priority is placed on campus safety and residence hall security. The residence halls are protected by smoke and heat detectors and exterior doors are secured by an electronic access system that is activated by the resident student's SUNYCard. The College's University Police Department maintains regular patrols in the residence hall areas on a 24-hour-a-day basis and also monitors the outside public areas with closed-circuit television. Information on campus crime statistics (Jean Cleary Act) is available in the University Police Office, Kunsela Hall Room B126.

Student Activities and Student Government

The SUNYIT Student Association is the elected student government organization for the student body. Through student activity fees, the Student Association provides funding for a student publication, a student-run FM radio/TV cable station, and major campus programming and special events. Student organizations at SUNYIT provide students with leadership opportunities and with outlets for creative expression and campus involvement.

Professional, academic, and special interest clubs are open to all students. The Black and Latino American Student Union and the International Student Association provide peer support and multi-cultural activities for the campus. Academic honor societies, and academic clubs in every major, are also an important component of campus life at SUNYIT. For more information, visit our website at www.sunyit.edu/student_activities.

Student Organizations and Boards

There are 40 academic and social clubs and student organizations, a student-run publication, four governing boards, a student senate, Residence Hall Council, and a campus radio and cable TV station (Wildcat Media) providing students with a choice of extracurricular activities to make life outside of class more enjoyable both educationally and socially.

Performing Arts/Cultural Interests

The SUNYIT Campus Activities Board (CAB) sponsors musical and theatrical performances throughout the academic year. Students may purchase discount tickets to performances presented by internationally acclaimed artists in the Broadway Theatre League at the Stanley Performing Arts Center and the Great Artists Series of the Munson-Williams-Proctor Institute.

The Gannett Gallery, located in Kunsela Hall, hosts several art exhibitions a year, including SUNYIT's annual regional show.

SUNYIT's Cultural and Performing Arts Council funds fine arts, music and theater programs on campus throughout each academic year.

Culturally diverse programs are also available through programming by the SUNYIT Campus Activities Board and special interest groups (International Students Association and Black and Latino American Student Union). Black History Month, Hispanic Heritage Month, and other cultural programs provide the opportunity to celebrate the unique contributions of our culturally diverse world.

In addition, academic programs sponsor lecture series, symposia on current research, demonstrations, and dramatic readings which are open to students and the SUNYIT community.

Students may also participate in performance ensembles in theatre and instrumental jazz.

General Information

Physical Plant

The SUNYIT campus is situated on more than 400 acres of naturally wooded terrain interspersed by several small streams and ravines. Since the opening of the first building, Kunsela Hall, in 1984-85, the campus has grown to include seven major buildings and three residential complexes. Additional buildings are planned to accommodate future growth. Wireless Internet access is available in all residence halls and campus buildings.

In 2011, construction of three buildings was completed: a Student Center, Field House and Oriskany Residence Hall, a capital investment of nearly $60 million that will meet students' educational and extracurricular needs. In 2010 a ceremonial groundbreaking was held to mark the start of a technology complex comprising a nanotechnology research facility, the Computer Chip Commercialization Center, and an academic complex, the Center for Advanced Technology.

Kunsela Hall was the first and remains the largest campus building. Opened in February 1985, Kunsela contains admissions and most administrative offices, and a number of faculty offices. It also houses traditional and special-purpose classrooms, a computer center, a 240-seat lecture hall, the college bookstore, and the Gannett Gallery, which hosts a variety of art exhibits.

Donovan Hall is the central academic building, having opened its doors to students in the fall of 1988. In addition to its laboratories, Donovan also features a variety of special purpose classrooms and small lecture halls, and is home to a number of academic and faculty offices. The building's architecture echoes SUNYIT's early days when the college operated in several locations, including former manufacturing buildings in west Utica.

Facing Kunsela Hall is the Cayan Library, which opened in March 2003. Housing the campus library collections and archives, the building offers private study rooms and a variety of settings for reading and studying; dozens of computer work stations in the first-floor reference area; a 30-seat instruction/ meeting room; a café; and a second-floor study room with a fireplace. In 2010, as part of the information and learning resources department, library services were expanded to include student computer support; a help desk is located on the first floor.

Near Cayan Library, Kunsela and Donovan Halls is the $13.6 million Student Center. Intended to promote student engagement and enhance student life programs, this Leadership in Energy and Environmental Design (LEED) Silver building gives students a unique gathering place. An open design creates flexible spaces for multi-purpose events, as well as a large food court. Other building features include a café, theater, game room, student radio station, and Student Association offices. The 43,000 square foot building is equipped with advanced audio/video systems and a wall-sized visual media display.

Located north of Donovan Hall and the Student Center is the 67,000 square foot Field House, which features a fitness center, two full-sized basketball courts, four volleyball courts, indoor practice facilities, a running track, an expansive training room, team rooms, and athletic department offices. Completed in 2011, this facility accommodates 3,500 spectators and is home to intercollegiate athletics, intramural, and recreation programs.

Just east of the Field House is a new synthetic turf field, baseball field, and softball field. Other outdoor playing fields include soccer, intramural and practice fields. A mile-long nature/hiking exercise trail weaves its way through a wooded hillside and around two man-made ponds. A five-mile hiking/cross country course stretching across the northern and western portions of the campus is also available.

The Campus Center is located west of the academic campus core, across a pedestrian bridge above a wooded ravine. Opened in 1988, it currently houses a 400-seat student dining area that will be expanded to 600 seats in 2011-12. The Campus Center also features a gymnasium with a maple-floor basketball court for SUNYIT Wildcat teams, and is home to SUNYIT's health and wellness center.

To the north of the Campus Center is Oriskany Residence Hall, a $23.5 million residential facility for freshmen. The 85,000 square foot complex consists of a three-story main building with two smaller two-story wings. This new residence hall provides living accommodations for 240 students as well as classroom spaces for special events.

To the west of the Campus Center across a second pedestrian bridge is the Adirondack Residence Hall complex. Opened in 1992, Adirondack consists of 25 two-story townhouse-style buildings, connected to form the borders of two triangular commons. Each building contains four, four-person suites in a mix of one- and two-person bedrooms.

The Mohawk Residence Hall complex opened in 1996, and consists of 12 two-story townhouses with a commons area and laundry facilities. Each living room suite at Mohawk is equipped with an air-conditioning unit. Residents of Mohawk can park in three lots located west and north of the complex.

Library

Named after SUNYIT's third president, the Peter J. Cayan Library is open seven days a week so that SUNYIT community members can take advantage of the many library services when they most need them. The library includes 10 group study and collaboration spaces and two computer lab areas for students to use to complete their academic projects. The library staff is available anytime to assist students in finding the appropriate resources, whether that be an article from one of the numerous electronic databases, a book from our extensive on-campus collection, or material from another library via inter-library loan. On and off campus students can also avail themselves of the library services remotely, including access to a reference librarian 24 hours a day, by using their SUNYIT network ID from any Internet connected browser.

Parking

Convenient parking facilities adjacent to the SUNYIT's buildings are provided for students and personnel.

SUNYIT students and personnel are required to register with the University Police all motor vehicles using SUNYIT-controlled parking facilities. Vehicles parked in SUNYIT parking areas must have a current parking decal properly displayed. Parking fees shall be charged for motor vehicles parked within designated lots. SUNYIT, however, assumes no liability for the property or safety of those using the facilities.

SUNYIT Identification Card

The campus identification card at SUNYIT is known as the "SUNYIT Card". This card provides access to certain campus buildings and services. SUNYIT Cards may be obtained at the College Association Office in Kunsela Hall Room A217. Lost or damaged SUNYIT Cards may be obtained for a replacement fee by visiting

the College Association or calling (315) 792-7341. Lost SUNYIT Cards must first be reported to University Police. (See SUNYIT Card policies in the Student Handbook for more information about regulations governing the use of the SUNYIT Card).

University Police
The University Police Department is a team of professionals working with the campus community. Its goal is to provide a safe environment in which the educational mission of SUNYIT can be fully realized.

The University Police Department is primarily service-oriented, and is tailored to meet the specialized needs of a campus community. The work of the department includes crime prevention and control, criminal investigations, traffic and parking supervision, building security, emergency first-aid treatment, the maintenance of public order, and other related activities.

The officers of the department are responsible for the enforcement of all state and local laws, as well as the rules and regulations of SUNYIT. The officers are police officers, and obtain their powers from the Criminal Procedure Law. The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police officer assistance, while still maintaining the autonomy of SUNYIT.

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. For more information, visit www.ope. ed.gov/security or contact SUNYIT University Police at (315) 792-7222

College Association at Utica/Rome, Inc.
The College Association at Utica/Rome is a not-for-profit corporation which contracts with the State University to provide auxiliary services on the campus. Its general purposes are to establish, operate, manage, promote, and cultivate educational activities and relationships between and among students and faculty. It also aids students, faculty, and administration at SUNYIT in furthering their educational goals, work, living and co-curricular activities. Any surplus income must be used to advance and promote educational and benevolent purposes of the corporation and SUNYIT. The association's membership is composed of representatives of the student association, faculty, staff, and senior officers of SUNYIT. The policies of the association are established by its board of directors.

The association provides administrative and accounting services for many organizations, including student government. It also operates the SUNYIT bookstore, vending and food services.

Governance
The SUNYIT governance system incorporates administrative, academic, student affairs, and planning and budget committees structured to develop policy. It provides direct input for faculty and student organizations to the general policy making process. Additional information on the governance system is contained in faculty and student handbooks and are available in the Provost's Office.

SUNYIT Foundation
Alumni and friends established the Institute of Technology Foundation at Utica/Rome, Inc. to help preserve and improve the unique features of SUNYIT's educational programs.

Chartered in 1974, the Institute of Technology Foundation at Utica/Rome, Inc. is a not-for-profit corporation, organized under New York State law and granted tax-exempt status by the Internal

Revenue Service. The Foundation promotes, receives, invests, and disburses private gifts to SUNYIT. It exists solely to benefit SUNYIT and its students by providing financial assistance to students in the form of emergency student loans, scholarships, assistantships, and supplemental employment opportunities. It also enhances the learning environment through faculty research stipends, the acquisition of much needed equipment, and other purposes as may be directed by the board of trustees.

The Foundation is comprised of representatives of the local community, alumni, the college council, administration, faculty, staff, and the student body. A board of trustees manages the Foundation's property, business affairs and concerns.

The Institute of Technology Foundation plays an integral role in securing SUNYIT's fiscal stability while strengthening the academic, cultural, and research capabilities of SUNYIT and the community. The Foundation also contributes to the economic development of the Mohawk Valley.

Release of Student Information and Photographs
The public affairs office routinely prepares news releases identifying students who have been accepted to SUNYIT, students named to the President's and Deans' lists, students who participate in regularly scheduled activities, and those who will graduate. In addition, feature stories are developed from time to time regarding special activities and noteworthy events. Photographs of students, faculty and staff taken on campus may be used to illustrate official college publications and advertisements.

"Directory information" is designated as the student's name, parent's name, address, telephone number, date and place of birth, major field of study, full- or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, and photograph.

Students not wishing to have their names appear in news releases and who wish to restrict the release of directory information and/ or photographs should follow procedures outlined in the Student Handbook or contact the director of public affairs at (315) 792-7113.

Student Rights and Responsibilities
Students at SUNYIT are expected to conduct themselves in a manner which will not infringe on the freedom of others in the campus community, or bring discredit to themselves, SUNYIT, or to other students. Students are expected to know the code of conduct and other processes and procedures as outlined in the student handbook. Students who violate specified standards of good conduct may be subject to discipline in accordance with appropriate due process.

Student Records
The SUNYIT policy on access to and release of student records conforms to Public Law, Family Educational and Privacy Act of 1974 (refer to the "Student Handbook").

Affirmative Action/ Equal Opportunity Policy
Consistent with the policy of the State University of New York, SUNYIT does not discriminate on the basis of race, sex, color, creed, age, national origin, disability, marital status, status as a disabled veteran, veteran of the Vietnam Era, recruitment of students, recruitment and employment of faculty and staff, or the operation of any of its programs and activities as specified by federal and state laws and regulations.

Additionally, discrimination on the basis of sexual orientation and the provision of any services or benefits by state agencies and in any matter relating to employment is prohibited by the Governor's Executive Order No. 28. The Policies of the State University of New York Board of Trustees also requires that personal preferences of individuals which are unrelated to performance, such as sexual orientation, shall provide no basis for judgment of such individuals.

The Associate Vice President for Human Resources is designated coordinator in SUNYIT's continuing compliance with relevant federal and state laws and regulations with respect to non-discrimination. The Associate Vice President for Human Resources may be consulted during regular business hours in Kunsela Hall, or by calling (315) 792-7191. Questions concerning Section 504 of the Rehabilitation Act of 1973, as amended, should be directed to the 504 Coordinator in the student activities office in the Campus Center, or by calling (315) 792-7530.

Servicemembers Opportunity Colleges

SUNYIT has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, SUNYIT recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

SUNYIT Smoking Policy

Smoking is allowed in designated outdoor areas only. SUNYIT recognizes the hazards of smoking and fully acknowledges the rights of non-smokers as well as smokers. For complete details of the policy, please reference our website: www.sunyit.edu.

Financial Aid

Academic Requirements for Financial Aid Eligibility for Graduate Students

Federal and state regulations require that institutions of higher education establish minimum standards of "satisfactory academic progress" for students to be eligible for financial aid. These standards are applied to a student's entire academic history at SUNYIT, including periods when financial aid was not received. Failure to meet the academic requirements for financial aid eligibility does not affect the student's academic standing at SUNYIT.

The federal and state regulations governing the financial aid programs require students to meet certain academic requirements in order to receive financial aid. To be academically eligible for financial aid, you must be matriculated (accepted into a degree program), be enrolled for at least 6 credit hours each semester for federal aid programs, and be making satisfactory academic progress. Please note: only courses required for your degree program are considered in determining your enrollment status as it relates to financial aid eligibility. Student aid cannot be awarded for classes that do not count toward your degree.

Applying for Financial Aid

In order for the SUNYIT Financial Aid Office to process aid for a student, the following steps must be completed.

1. Obtain a Personal Identification Number (PIN) from the U.S. Department of Education. If you do not already have a PIN, you can request one online at www.pin.ed.gov. If you have misplaced your original PIN, you can visit the same web site for a replacement.

2. Complete and submit a Free Application for Federal Student Aid (FAFSA). You can do this on the Internet at www.fafsa.gov. SUNYIT receives a limited amount of funding for the campus-based programs. When that money is gone, there are no more awards from that program for that year (i.e, Perkins, Work Study, SEOG, Nursing Loans).

   Students are encouraged to complete the FAFSA after January 1 but before March 15.

   To ensure timely financial aid processing, students are also encouraged to submit the FAFSA using estimated adjusted gross income and income tax paid. However, upon completion and receipt of official federal tax return(s), the FAFSA will need to be updated to show the actual amounts reported to the IRS.

   Students are encouraged to view a detailed listing of the application process by visiting www.sunyit.edu. From here select "Future Students", "Financial Aid", and "Graduate." If you do not have access to the Internet, you can obtain a paper FAFSA and detailed application instructions by calling 1-800-4FEDAID. SUNYIT's Federal Title IV School Code is 011678.

The primary responsibility for meeting educational costs rests with the student and his/her family. Estimating a reasonable family contribution is accomplished by using a needs analysis formula approved by the U.S. Department of Education to review the family's financial situation.

SUNYIT gives priority in the awarding of financial aid to those students with the greatest net financial need. Net financial need is determined by subtracting the expected family contribution and the estimated Federal Pell Grant and Tuition Assistance Program awards from the student's estimated cost of attendance. The family contribution, determined from the information on the FAFSA, is made up of the expected student's earnings, expected contribution from the student's assets, and any benefits (veterans, welfare, etc.) that the student may receive.

SUNYIT does not have a deadline for applying for financial aid, but we encourage our students to apply by March 15 each year. Applications are processed on a rolling basis starting in late February. Campus-based financial aid will be awarded until the funds are exhausted. It is important to note that these funds are limited and no guarantee can be made that they will be offered to all students.

A financial aid award letter will be sent to each student who has been accepted and has submitted all required financial aid documents.

The federal government chooses some applications to be verified. In those cases, the Financial Aid Office will request additional documents including a verification worksheet, signed copies of federal tax returns, and W2 forms. These documents must be reviewed and necessary corrections made before financial aid is awarded.

If there has been a significant decrease in the student's (if independent) or parents' (if dependent) income from the prior year, a Special Condition form may be submitted to the Financial Aid Office along with supporting documentation. The Financial Aid Office may be able to use the current year's estimated income rather than the prior year's to determine eligibility for federal aid.

Students receiving financial aid can expect one-half of their award to be credited to their account each semester. Any balance due to the student after charges owed SUNYIT have been satisfied is refunded to the student as the funds arrive on campus. Federal College Work-Study students will be paid on a bi-weekly basis for the work accomplished during the previous pay period and therefore, these funds cannot be credited to the student's semester bill.

Federal Financial Aid Programs

Campus-Based Federal Aid Programs

Federal Perkins Loan Program: A Federal Perkins Loan is a low-interest (5 percent) loan for graduate students with exceptional financial need, as determined by SUNYIT. The annual maximum that a graduate student may be awarded is $8,000 annually. The maximum aggregate loan amount is $60,000 for a graduate student, including loans borrowed as an undergraduate student. Repayment begins nine months after the student graduates or drops below half-time status.

Federal College Work Study Program: The Federal College Work Study Program provides jobs for graduate students with financial need. Students are paid by the hour and receive at least the current federal minimum wage. Jobs are located both on and off campus and students are paid every two weeks. Students generally work seven hours per week and set their work hours so they do not conflict with their class schedule.

Non-Campus Based Federal Aid Programs

Veterans Administration (VA) Educational Benefits: The Veterans Readjustment Act of 1966, and subsequent legislation, enables certain veterans, or sons or daughters of deceased or disabled veterans, to obtain financial assistance for a college education. Contact the local Veterans Administration Office for further educational information or call 1-800-442-4551.

U.S. Bureau of Indian Affairs Aid to Native Americans: For qualification guidelines contact Bureau of Indian Education, South and Eastern State Agency, 545 Marriott Dr., Suite 720, Nashville, TN 37214 or call (615) 564-6630.

Federal Direct Subsidized Stafford/Ford Loans: These are low-interest loans made by the U.S. Department of Education, through SUNYIT, directly to the student. Interest is paid by the government

while the student is in school. The amount a student can borrow is based upon financial need (see Applying for Financial Aid) and cannot exceed $8,500 for graduate students per academic year. Because you can't borrow more than your cost of attendance minus any expected family contribution and financial aid you're receiving, you may receive less than the maximum amounts. All Direct Loan borrowers may be charged an origination fee which goes to the government to help off-set the costs of the program. SUNYIT will use your loan to pay your charges and will give you any remaining money for living expenses. Repayment of the loan begins six months after you cease to be a half-time student and is made directly to the federal government.

Federal Direct Unsubsidized Stafford/Ford Loans: A borrower's unsubsidized loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment and the amount of estimated financial assistance, including the amount of a subsidized loan for which the borrower qualifies. The maximum a student can apply for per academic year when combined with the Federal Direct Subsidized Loan is $20,500 for graduate students per academic year. Because you can't borrow more than your cost of attendance minus any financial aid you're receiving, you may receive less than the maximum amounts. Interest is currently fixed at 6.8 percent, must be paid or capitalized by the student from the date the loan is disbursed. Unsubsidized loans will be disbursed the same as the subsidized loans.

Federal Direct Graduate PLUS Loan: Upon credit approval, Graduate students are eligible to borrow under the Federal Direct Graduate PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA) and must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate PLUS Loan. Interest is fixed at 7.9 percent and must be paid or capitalized by the student from the date the loan is disbursed. Repayment of the loan begins within 60 days of the last disbursement of the funds unless a borrower contacts direct lending to arrange a deferment or forbearance.

Average Loan Indebtedness: For May 2001 graduates who borrowed while attending SUNYIT, the average loan indebtedness was $6,806 for subsidized loan borrowers and $8,613 for unsubsidized loan borrowers. The average of all loans borrowed while enrolled at SUNYIT was $15,421 per borrower.

Loan Consolidation: You may want to consider consolidating your loans to simplify repayment. By consolidating your loans, you will make only one monthly payment to cover all of your loans. For more information on the Direct Consolidation Loan, call 1-800-557-7392 or visit their site on the Internet at www.loanconsolidation.ed.gov. Borrowers wishing to consolidate education loans other than a Direct Loan should contact their lenders for consolidation information.

New York State Financial Aid Programs

Unless otherwise indicated, information about these programs and other funding opportunities can be obtained from the New York State Higher Education Services Corporation, 99 Washington Ave., Albany NY 12255. You may also call them at 1-888-NYS-HESC or visit their website at www.hesc.com.

Vocational Rehabilitation Program: Eligibility for vocational rehabilitation services is based upon: (1) the presence of a physical or mental disability which, for the individual, constitutes or results in a substantial handicap to employment; and (2) the reasonable expectation that vocational rehabilitation services may benefit the individual

in terms of employability. Further information is available from the nearest NYS Office of Vocational and Educational Services for Individuals with Disabilities (VESID).

Math and Science Teaching Incentive Scholarship: This program provides an annual award for students, either at the bachelor or master's degree level, who enter into a contract with HESC agreeing to teach full time for five years in the field of math or science in a middle or secondary school in New York. The annual award cannot exceed SUNY tuition. Awards will be made upon the successful completion of the academic year. To apply contact HESC at 1 (888) 697-4372.

Veterans Tuition Award: This program provides financial assistance to help Vietnam, Persian Gulf, Afghanistan or other eligible combat veterans studying on either a full-time or part-time basis at an undergraduate or graduate degree-granting institution. For full-time study (12 credit hours), a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. For part-time study (3-12 credit hours), awards will be prorated by credit hour. The student must: have served in Vietnam, Persian Gulf or Afghanistan War; have served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal; have been discharged from the Armed Forces under other than dishonorable conditions; have applied for TAP if full-time student; and have applied for federal Pell grant if undergraduate student. Undergraduate students can receive a total of 4 years of payment for full-time or part-time study. Graduate students can receive a total of 3 years of payment for full-time or part-time study. To apply contact HESC at 1 (888) 697-4372.

Senator Patricia K. McGee Nursing Faculty Scholarship Program: This scholarship offers awards on a competitive basis to applicants who are registered professional nurses enrolling in graduate programs that will qualify them as nursing faculty or adjunct clinical faculty. To be eligible, applicants must: be legal residents of New York State for at least one year; be US citizens or eligible non-citizens; be registered nurses professionally licensed to work in New York State; have been accepted in an approved master's or doctoral level nursing faculty preparation program at an approved institution in New York State; maintain satisfactory academic progress; and complete and return a service agreement in which they agree to practice as nursing faculty in New York State for 4 years. Awards cover the cost of attendance up to $20,000 annually or the average SUNY cost of attendance, whichever is less. Payments are available for up to three years of study. Recipients must complete their graduate program within three years of receiving this scholarship.

SUNY Graduate Assistantship Program: Graduate Assistantships are awarded each academic year to selected students who have been formally admitted to a master's program at SUNYIT. These awards may include a New York State tuition waiver and/or a cash stipend. Students awarded a graduate assistantship must enroll for a minimum of nine credit hours of graduate coursework per semester. Graduate assistantships carry a weekly work obligation of teaching, research or administrative responsibilities. The number of work hours per week will vary depending on the monetary value of the assistantship.

Graduate applicants that are interested in being considered for a graduate assistantship should complete the Graduate Assistantship Application and submit it with the Application for Graduate Admission. The completed form must be returned to the SUNYIT Graduate Center by August 1 for fall consideration and December 1 for spring consideration. An undergraduate GPA of 3.0 or higher is required for assistantship consideration. The number of awards each semester is subject to the availability of funds.

Assistantship recommendations are made to the Provost through a selection process involving each program coordinator. All graduate assistantship appointments and notifications will be made by the Provost. Once the assistant has been selected, the formal appointment to the position will be processed through the Office of Human Resources. The assignment of an assistantship will not be made prior to a formal offer of admission.

A student may receive a maximum of two years of support from state funding while pursuing the master's degree (upon discretion of the department and academic standing). A 3.0 GPA must be maintained while on the assistantship. Exceptions to this policy should be directed to the Provost.

Graduate assistants are expected not to engage in outside or other on-campus employment during the term of their appointment. Exceptions based on educational need (not financial need) may be authorized by the Provost after being recommended by the student's department chairperson.

Graduate assistants are expected to provide their usual services during the period of the academic year except for holidays and recesses. Upon completion of the assistantship appointment, each assistant and their supervisor must certify that the assistant has satisfactorily fulfilled the assignment and duties of the position by submitting a performance evaluation to the Graduate Center at the end of each semester. Renewals for a future semester will be based on the performance evaluation.

SUNY Graduate Diversity Fellowship Program: SUNY Graduate Diversity Fellowships are awarded each academic year to selected students who have been formally admitted to a master's program at SUNYIT. The fellowship offers financial support in the form of a New York State tuition waiver and/or a cash stipend (note: stipend dollars are considered as income and are therefore taxable). Students awarded a fellowship must enroll for a minimum of twelve credit hours of graduate coursework per semester. There is no work obligation tied to the fellowship award. The number of awards each semester is subject to the availability of funds. A 3.0 GPA must be maintained while on the Fellowship. Exceptions to this policy should be directed to the Provost.

To be eligible for the fellowship, applicants must be US citizens or have permanent resident status. Graduate applicants that are interested in being considered for a graduate fellowship should complete the SUNY Graduate Diversity Fellowship Application responding to the following: "How will you contribute to the diversity of the student body in the program for which you are applying, including having overcome a disadvantage or other impediment to success in higher education?" The completed form should be submitted to the Graduate Center along with the Application for Graduate Admission. An undergraduate GPA of approximately 3.0 or higher is required for fellowship consideration.

The recommended fellowship application deadline is July 1 for fall consideration and December 1 for spring consideration. Fellowship recommendations are made to the Provost through a selection process coordinated by the Graduate Center. All graduate fellowship appointments and notifications will be made by the Provost. Once the graduate fellow has been selected, the formal appointment to the position will be processed through the Office of Human Resources. The offer of a fellowship will not be made prior to a formal offer of admission.

Graduate Opportunity Program: The Graduate Opportunity Program is for former EOP, HEOP, CD, and SEEK program graduates and reflects SUNYIT's concerted efforts to expand educational opportunities to under-served constituencies. The graduate tuition scholarship will provide students with financial support to help cover the cost of tuition. The number of awards is subject to the availability of funds. Questions should be directed to the Director of Special Programs at SUNYIT.

Miscellaneous Programs

Book Credit: Students who have financial aid which exceeds their bill for that semester and have not received a refund check may be eligible for book credit which can be used to purchase textbooks and supplies at the campus bookstore. Book voucher requests can be requested through your BannerWeb account.

Child Care Subsidy Program: SUNYIT has a child care subsidy program for student parents. The goal of this program is to provide support to low-income student parents and allow them the opportunity to obtain a SUNYIT degree. This program provides child care subsidies for income-eligible student parents that demonstrate the ability to successfully complete the course of study and maintain satisfactory progress.

Funds are allocated on a first-come, first-serve basis. Apply for child care subsidy by contacting the Office of Student Accounts at (315) 792-7412.

Emergency Loans*: Shirley Wurz Loan Fund:* SUNYIT has established the Shirley Wurz Loan Fund to assist students in meeting unanticipated financial needs. Through this fund, a student can borrow up to $75 for 30 days with no interest or service charge. If the loan is not repaid on time, there is a $2.00 administrative charge assessed for each 30 day period or portion thereof until the loan is repaid. All funds must be repaid by the end of the semester during which they were borrowed. Loans will not be made during the last two weeks of the semester. To be eligible, a student must be enrolled at least half-time and working toward a degree. A student will not be able to borrow if he/she already has a loan outstanding, has continually repaid loans after the due date, owes an outstanding balance to SUNYIT or if classes are not in session. Applications can be obtained from the Financial Aid Office.

Class of 1983 Loan Fund: The Class of 1983 established a loan fund to assist students by providing short-term loans (up to $300) secured by undisbursed financial aid. To be eligible, a student must have authorized federal and/or state aid from which the student is entitled to a refund. A student may take out only one Class of 1983 loan a semester and loans cannot be issued against undisbursed Federal Pell Grants or future disbursements of student loans. Applications for a Class of 1983 loan can be obtained from the Financial Aid Office.

Employer Sponsorships: Students who will be reimbursed by their employer for tuition costs may be eligible to defer payment of their tuition. Visit the Bursar's webpage and view "Forms" for more details.

International Student Aid: International students are not eligible for financial aid through the New York State Aid Programs or through the Federal Title IV Aid Programs. International students interested in financial aid funding should visit the following Internet sites: www.edupass.com, www.iie.org, www.isoa.org and www.iefa.org.

Private Scholarships and Fellowships: Several source books list scholarships and fellowships awarded by private organizations. Please check your local library for additional information.

Also, you may access an online searchable database of scholarships at www.finaid.org, www.fastweb.com, www.collegeboard.com, www.studentaid.ed.gov, and www.scholarships.com. Scholarship announcements are also posted on the SUNYIT student announcements blog throughout the year.

Estimated Cost of Attendance (2011-12)

	Commuter	Off-Campus	On-Campus
Tuition*	$8,870	$8,870	$8,870
Fees	1,140	1,140	1,140
Books & Supplies	1,200	1,200	1,200
Room & Board	2,330	10,400	10,400
Transportation	1,500	1,000	1,000
Personal	1,500	1,600	1,600
Total Budget	$16,540	$24,210	$24,210

*Out-of-state residents should substitute $15,160 for the tuition costs. In-state graduate students in the MBA program should substitute $10,210 for the tuition costs. Out-of-state MBA students should substitute $16,650 for the tuition costs.

The above budgets represent average expenses. Generally, a student who is careful about his/her expenses can complete the year for less. Living expenses are based upon the assumption that the student will be sharing an apartment, and the associated expenses, with another student.

Tuition, fees, and other charges are estimated at the time of printing and are subject to change without prior notice at the discretion of the college administration and the State University of New York.

Requirements for Maintaining Eligibility for Federal Student Aid Programs

A. Satisfactory academic progress is determined by measuring the student's academic performance at SUNYIT and consists of three components. In order to remain academically eligible for the federal aid programs, the student must meet the following requirements:

1. Maximum Time Frame: students must meet all degree requirements within 150% of the credit hours needed to earn the degree; and

2. Qualitative Measure: at the close of each spring semester graduate students must have a cumulative grade point average of 3.0 or greater. Students must also maintain a cumulative grade point average greater than that which would result in academic dismissal and

3. Quantitative Measure: students must pass at least 66% of all credit hours attempted toward their degree (the 66% measurement will be reviewed at the close of each spring semester).

All requirements and procedures which follow apply to full-time and part-time students.

B. Review Policies:

1. At the close of each spring semester, the cumulative GPA and number of credits earned by each student are reviewed for compliance with the criteria for satisfactory academic progress. Students not receiving financial aid are subject to the same criteria and can be placed on financial aid suspension for future consideration.

2. The following are considered credits passed:
   a. "A" through "C" grades;
   b. "S" passing with credit;
   c. courses repeated for credit, subject to the above grades.

3. The following are not considered credits passed:
   a. "F" grades;
   b. "W" withdrawal;
   c. any courses audited with no credit;
   d. "I" incomplete;
   e. "IP" in progress.

C. Notification: Whenever possible the Financial Aid Office notifies by letter any student who does not maintain satisfactory academic progress that he/she is being placed on financial aid suspension.

D. Financial Aid Suspension: A student who fails to meet any of the above requirements is placed on financial aid suspension for federal aid until the requirement has been met. Also, any student who withdraws from SUNYIT, does not pass any courses (Incompletes are not considered passing grades) or is academically dismissed may lose his/her eligibility for aid, be placed on a Financial Aid probationary status, and/or would be required to see Financial Aid for counseling. Financial aid suspension results in the termination of financial aid from all federal financial aid programs including loans. Students do not have to receive a warning before action is taken to deny financial aid.

E. Appeal of Financial Aid Suspension

An otherwise serious and successful student may request a waiver of the Satisfactory Academic Progress Requirements through the following procedure:

1. The student submits a Request for a Waiver form (can be obtained from the Financial Aid office) to the Director of Financial Aid or his/her designee. The request should include:
   a. reasons why he/she did not achieve the minimum academic requirements,
   b. reasons why his/her aid should not be terminated, and
   c. documentation which would support his/her reason for failing to maintain satisfactory academic progress (i.e., statement from doctor if reason given was medically related).

2. The Director of Financial Aid or his/her designee reviews the appeal and determines whether the granting of a waiver is warranted. The student is then advised of the decision.

3. Students whose appeals are approved will be placed on Financial Aid probation. Students who fail to meet the terms of their probationary period will be denied aid until they regain their eligibility.

F. Conditions of Reinstatement:

1. A student's eligibility for federal financial aid will be reinstated for subsequent semester once the above "Requirements for Federal Student Aid Programs" have been met.

2. Students who are academically dismissed and who wish to return to SUNYIT must submit an appeal to the Registrar's Office. Those who are readmitted will need to apply for a Financial Aid Waiver if they do not otherwise meet the academic progress requirements.

3. A grade change may result in the reinstatement of a student's eligibility. However, it is the responsibility of the student to notify the Financial Aid Office of any grade changes.

Repayment of Financial Aid

Students who drop from full- to part-time or who withdraw from SUNYIT or stop attending class without officially withdrawing during a semester may be required to repay all or a portion of the financial aid awarded for that term. The amount of such repayment, if any, is dependent upon the amount of aid actually given to the student and the number of days the student actually attended classes. The calculation of any repayment will be made by the financial aid counselors subsequent to the official dropping of a class or withdrawal from SUNYIT.

Students' Rights and Responsibilities

You have the right to ask a school:

1. The names of its accrediting and licensing organizations.

2. About its programs; its instructional, laboratory, and other physical facilities; and its faculty.

3. What the cost of attending is, and what its policy is on refunds to students who drop out.

4. What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.

5. What procedures and deadlines are for submitting applications for each available financial aid program.

6. What criteria it uses to select financial aid recipients.

7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your need.

8. How much of your financial need, as determined by the institution, has been met.

9. How and when you will be paid.

10. To explain each type and amount of assistance in your financial aid package.

11. What the interest rate is on any student loan that you have, the total amount you must repay, the length of time you have to repay, when you must start repaying, and what cancellation or deferment provisions apply.

12. If you are offered a Federal College Work Study job—what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be and how and when you will be paid.

13. To reconsider your aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.

14. How the college determines whether you are making satisfactory progress, and what happens if you are not.

15. What special facilities and services are available to the handicapped.

It is your responsibility to:

1. Review and consider all information about a school's program before you enroll.

2. Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.

3. Know and comply with all deadlines for applying or reapplying for aid.

4. Provide all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

5. Read, understand, and keep copies of all forms you are asked to sign.

6. Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loan.

7. Notify your school of a change in your name, address, or attendance status. If you have a loan, you must also notify your lender of these changes.

8. Satisfactorily perform the work agreed upon in a Federal College Work Study job.

9. Understand your college's refund policy.

10. Maintain good academic standing to retain your eligibility for financial aid.

For More Information:

Financial Aid Office
SUNYIT
100 Seymour Road
Utica, NY 13502

(315) 792-7210
finaid@sunyit.edu
www.sunyit.edu/financial_aid

Tuition, Fees, Refunds and Billing

Tuition and fees are subject to change without prior notice at the discretion of the SUNYIT administration and the State University of New York.

A full-time graduate student is one who has registered for a minimum of 12 credit hours per semester. A part-time graduate student is one who is registered for less than 12 credit hours per semester.

Graduate Tuition

	Full-Time	Part-Time
New York Resident	$4,435 per semester	$370 per credit hour
Out-of-State Resident	$7,580 per semester	$632 per credit hour
MBA (NYS Resident)	$5,105 per semester	$425 per credit hour
MBA (Out-of-State Resident)	$8,325 per semester	$694 per credit hour
Comprehensive Student Fee	$554.50 per semester	$47.73 per credit hr.

(See below for a breakdown of this fee)

Residency

"Residence" for purposes of tuition refers to a student's principal or permanent home. In order to qualify as a New York State resident for tuition purposes, in addition to other criteria, a student must be "domiciled" in New York State for a 12 month period immediately prior to the date of registration for the academic term for which application is made. A "domicile" is defined as that place where an individual maintains his/her permanent home and to which he/she always intends to return. Mere presence in New York State for educational purposes does not necessarily constitute domicile, regardless of time spent in NYS.

Effective July 1, 1986, resident tuition rates are applied to members of the Armed Forces of the United States on full-time active duty, stationed in New York State, their spouses and dependents. Spouses and dependents must obtain proof of their dependent status from appropriate personnel at their base education office and present it at the Bursar's Office <u>each</u> semester upon registration. Please contact the Bursar's Office if you require further information.

Mandatory Comprehensive Student Fee

The Comprehensive Student Fee supports programs not provided by tuition dollars or state subsidy that enrich the quality of a student's total experience at SUNYIT. All components of the Comprehensive Student Fee are mandatory. The typical Comprehensive Student Fee supports activities at the following levels:

	Full-time (Per Semester)	Part-time (Per Credit Hour)
College Fee	12.50	.85
Intercollegiate Athletics	201.50	16.80
Student Activities	75.00	7.95
Health Services	123.00	10.25
Technology Applications	142.50	11.88
Total:	$554.50	$47.73

The **College Fee** is established by the Board of Trustees of the State University of New York.

The **Student Activities Fee** provides the funding for activities sponsored for the students, under the direction of the students' governing bodies.

The **Intercollegiate Athletics Fee** provides funding to operate and sustain competitive intercollegiate athletics programs at the campus. It is not a fee for use of athletic facilities by the students.

The **Health Services Fee** is used to support the services provided by the Health Center. Students must provide a health history and physical examination to be eligible for routine medical care.

The **Technology Fee** is used to upgrade, modify and make significant technological advances in classrooms and laboratories used by SUNYIT students.

Other Fees & Charges

	Full-time	Part-time
Parking Fee, *plus sales tax* (see section entitled "Parking Fees")	$55.00	$27.50
Alumni Fee — per semester	$10	$.85 cr. hr.
Re-admission Fee	$30	$30
Diploma Cover Charge — payable when applying for diploma	$10	$10
Drop/Add Fee — paid per transaction	$20	$20
International Student Medical Insurance	$1144.50/yr.	$1144.50/yr.
Domestic Student Medical Insurance	$140/sem.	Optional
ID Card Replacement Fee	$15	$15
Late Registration Fee	$40	$40
Orientation Fee — paid once during first semester		
Freshman	$150	$150
Transfer/Graduate	$50	$50
International	$200	
Late Payment Fee — charged to accts for payments received after assigned due date	$30	$30
Returned Item Charge — levied against maker for checks returned unpaid or charge payments declined by cardholder bank	$25	$25
Transcript Fee — per transcript	$5	$5
Diploma Replacement Fee — per replacement	$20	$20
Diploma Cover Replacement Fee — per replacement	$25	$25
HVCC Technology Fee — HVCC students only	$110	$8.50 cr. hr.
HVCC Parking Fee — HVCC students only	$86.40	$7.20 cr. hr.

All fees subject to change

Medical Insurance

In accordance with State University policy, medical insurance is mandatory for all **full-time** students. The charge for medical insurance purchased by the University will be added to the student's account each semester unless he/she is able to provide SUNYIT with proof of insurance coverage and fill out a Medical Insurance Waiver Form prior to attendance. It is the student's responsibility to ensure that the waiver form is on file, as the charge becomes final on the last day to waive. Waiver forms will then no longer be accepted and the student is responsible for the payment of the insurance fee. **Part-time students may purchase coverage if they so desire.** Waiver forms must be submitted on the Web **each semester prior to attendance.** The medical insurance waiver is online: http://healthwaiver.sunyit.edu.

The cost of Student Medical Insurance will be deducted from your bill after approval by Health Center Director.

Medical Insurance fee is not automatically refunded. When a student drops below full time, written request for refund will be accepted at the Business Office. After the last day to add for the semester, no further refunds of insurance will be allowed.

All international students (domestic students traveling abroad under an exchange program, or foreign students attending college in the U.S. on a student visa) **must purchase International Student Medical Insurance** regardless of whether they are full- or part-time. International students who have been issued an I-20 from SUNYIT must be covered the entire time they remain in the U.S., whether attending classes or remaining in the country

during summer break. Exemption from participation in the plan may be granted only in very few and specific circumstances.

Since both the international and domestic insurance plans are obtained through prior arrangement with insurance agencies independent of the State University of New York, cost per year is variable based on experience rating for the program. Students will be charged the appropriate rate at the time they begin attendance. Those graduating in December should contact the Health & Wellness Center and Business Office in advance of registration. Current rates are as follows, but are subject to change annually:

Basic Medical Insurance .... $280 per year*
(full-time students only)

International Student Insurance ....$1144.50 per year*
(both full- and part-time students)
*Subject to change

Parking Fees
A parking fee must be paid by all students and employees (not exempt as a result of collective bargaining agreements) who park a vehicle on campus. That vehicle must be registered with University Police and **exhibit a valid parking decal**. Fees are established using SUNY Parking Model Costs and Charges, and are subject to New York State and local sales taxes (currently 8.75%). All regulations pertaining to the use of vehicles on campus are enforceable 24 hours a day throughout the year.

Parking is automatically assessed to all students registered for classes requiring on-campus attendance. If you will not be parking on campus, please complete a waiver. A valid decal can be obtained at the University Police Department. Parking fees for various categories are as follows (plus applicable sales taxes):

Time Period	Full-time	Part-time
Single Semester Only	55.00	27.50
Summer Semester Only	20.00	20.00

Parking fees are non-refundable. A full-time student is a student registered for 12 or more credit hours on campus.

Provision for additional vehicles must be made with the University Police Department. Only one vehicle may be parked on SUNYIT property at any given time. Each vehicle must be registered and display a valid registration decal.

Students who have more than enough aid to cover their appropriate semester charges may authorize the payment of their parking fee against their incoming financial aid.

Combined Room & Board Rates 2011-12

Room	Meal Plan	Cost/Semester
Single	19/week (includes 100 pts)	$5,230
Single	14/week (includes 200 pts)	$5,200
Single	10/semester (includes 300 pts)	$5,215
Single	120/semester (includes 300 pts)	$5,198
Single	95/semester (includes 400 pts)	$5,185
Double	19/week (includes 100 pts)	$4,800
Double	14/week (includes 200 pts)	$4,770
Double	10/semester (includes 300 pts)	$4,785
Double	120/semester (includes 300 pts)	$4,768
Double	95/semester (includes 400 pts)	$4,755

Refund Policy
Refund of Tuition for Credit Courses
Students withdrawing from SUNYIT incur the tuition liabilities listed below based on the date of withdrawal. Liability for tuition is calculated at the time the student completes the official withdrawal process with the Registrar's office. **Not attending classes does not reduce or cancel liability.**

Undergraduate/Graduate - 15 Week Schedule (Full Semester)

Liability During:	1st week of classes*	0%
	2nd week of classes	30%
	3rd week of classes	50%
	4th week of classes	70%
	5th week of classes	100%

Undergraduate/Graduate - Quarter or 10 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes	50%
	3rd week of classes	70%
	4th week of classes	100%

Undergraduate/Graduate - 8 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes	60%
	3rd week of classes	80%
	4th week of classes	100%

Undergraduate/Graduate - 7 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes	65%
	3rd week of classes	100%

Undergraduate/Graduate - 5 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes	75%
	3rd week of classes	100%

Undergraduate/Graduate - 4 Week Term

Liability During:	2nd day of classes*	0%
	Remainder of 1st week*	50%
	2nd week	100%

* *The first week of class session is the first day of the semester, quarter or other term. The first week of classes, for purposes of this section, shall be considered ended after **SEVEN CALENDAR DAYS**, **including** the first day of scheduled classes, have elapsed.*

Please check with the Student Accounts Office immediately about any refund/liability if you are contemplating withdrawing from any course. Consult with the Financial Aid Office also, as an aid package could be adversely affected by a decrease in credit hours.

No drop is considered official until the proper forms have been completed and submitted to the Registar's Office. Payment of any related fees must also be done at the Student Accounts Office, at this time. **During certain specified times of the year students may Add/Drop courses via the web. When the web is closed students must make changes in person or by telephone with the Registrar's Office. The Registrar's Office does not accept registration changes by e-mail.**

Refund of Fees
All student fees are non-refundable after the end of the first week of classes. The college fee is non-refundable once classes start. The alumni fee is refundable by petition to the Alumni Office until the last day to withdraw without record.

Refund of Room and Board Charges
Room and board refunds are granted in accordance with stipulations in the current year Room and Board License issued to each resident. Room rental refunds are determined when all personal effects are removed from the room, keys surrendered, room inspected by Residential Life,

all debts related to room rental incurred by the resident are paid in full to SUNYIT, and the resident has signed out of the room. Room and board refund requests **must** be in writing. Failure to terminate occupancy in the manner stipulated in the Room and Board License may result in additional charges accumulating for the period of time between termination of residency and the date of approval by the Director of College Housing. A resident who registers and occupies a room for two weeks or less receives a percentage refund of room and board charges based upon the number of weeks housed. A week is defined as beginning on Sunday and ending the following Saturday at midnight. A part week is counted as a whole week for refund purposes. **Students occupying a room after the Saturday following the second full week of classes are liable for room and board charges for the entire semester.**

Refund of Charges for Non-Credit Courses

Non-credit programs are operated on a self-sustaining basis. Fees are variable. Therefore, due to the nature of these programs, **no refunds** are allowed.

How Receipt of Federal Title IV Funds Affects Student Refunds

(Pell, Direct Student Loans, Perkins Loans, Nursing Loans, and SEOG)

In accordance with the Higher Education Amendments of 1998, a portion of Title IV grant or loan funds, but not Federal Workstudy Funds *must* be returned to the Title IV Program upon a student's withdrawal from school. The law does not specify an institutional refund policy. *This may result in a student incurring a liability to SUNYIT after the Title IV funds are returned.*

Withdrawal Date

Regulation requires SUNYIT to determine a withdrawal date from the student's official notification to the institution. For unofficial withdrawals (dropping out without notification), the withdrawal date becomes the last day we can document, you participated in an academic activity or the midpoint of the semester. If circumstances beyond the student's control (illness, accident, grievous personal loss) caused the unofficial withdrawal, *and can be documented*, SUNYIT may use discretion in determining an appropriate withdrawal date.

Earned Title IV Aid

Regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned" and SUNYIT may retain. This depends on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of *calendar days (not weeks)* completed by the total number of calendar days in the period. Up through the 60% point of the enrollment period, the student is eligible for the actual percentage of aid this calculation provides. For example, if a student attends for 15 days out of a 75 day semester, he/she is eligible for 20% of their total Title IV aid package (15/75 = .20). After the 60% point of the semester, 100% of the Title IV aid is considered "earned" by the student. The earned percentage is applied to the total amount of Title IV grant and loan assistance that was disbursed (and could have been disbursed) to the student.

Application of Unearned Percentage

Any amount in excess of the allowed percentage must be returned to the appropriate Title IV program by SUNYIT, the student, or both. SUNYIT must return the lesser of the unearned Title IV assistance or an amount equal to the total liability incurred by the student multiplied by the unearned percentage. Using the above ex-

ample, if a student had received $1,000 in Title IV loans and grants, and $500 had been applied to the account and $500 had been applied to the student, the earned portion of the aid package is $200 (.2 x $1000) and the unearned portion is $800 (.8 x $1000). $800 must be returned to the Title IV programs. Of this $800, $500** must be returned by SUNYIT. This may result in the student owing SUNYIT a substantial amount of money.

** $500 is the lesser of $500 vs $1590. ($1987.5 tuition x .8 unearned % applied to institutional costs = $1590)

Student Responsibility

Students should contact the financial aid office to determine how much of their federal aid they may have to repay the school before they withdraw.

Special Rule

The student would not need to repay amounts in excess of 50% of any grant monies received. If the $300 the student was to return came from a Pell disbursement, the student would only need to return $150, or not more than 50% of the grant funds received.

Order of Return of Title IV Funds

Title IV Funds must be returned in the following order:
- Unsubsidized (other than parent loans) Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Academic Competitiveness Grand
- SMART Grant
- Federal SEOG
- Other Title IV assistance for which a return is required

Leaves of Absence

A leave of absence is not to be treated as a withdrawal and no return of Title IV funds is calculated. A student may take a leave of absence from school for not more than a total of 180 days in any 12-month period. SUNYIT's formal leave of absence policy must be followed in requesting the leave. The leave must be approved by SUNYIT in accordance with this policy. **However, if the student does not return at the expiration of an approved leave, then SUNYIT calculates the amount of Title IV grant and loan assistance that is to be returned according to the HEA provision based on the day the student withdrew.**

Billing Tuition Payment

A bill will be generated each semester based on a student's registration. Currently enrolled, matriculated students may either register for classes online during specified times, or register by phone through the Registrar's office. New students will register at an orientation program.

All students must confirm their attendance, and if applicable authorize their financial aid.

To keep your class schedule and housing assignment (if applicable), you must choose one:

1. **No payment due:** confirm your attendance and automatically accept your charges online at www.sunyit.edu/confirm.

2. **Pay online:** either in full or with a payment plan. This automatically accepts your charges.

3. **Pay by check:** Access your QuikPay e-Bill

account, print out a copy of your current statement and return the lower portion with your check payment.

Course registrations and room and board assignments are not guaranteed if payment or valid deferral is received after due date. Students requiring a re-registration will be subject to a $40 re-registration fee. Students who will not be attending are required to withdraw from their courses through the registrar's office. Failure to attend classes is not considered a formal withdrawal and liability may be incurred as a result. De-registration for lack of payment is not considered a formal withdrawal and liability may be incurred. Students who register after the initial bill due date are required to make payment at the completion of the registration process.

Acceptable payment arrangements include enrollment in the FACTS Payment Plan, financial aid or proof of third party funding, such as VESID, WIA, Veterans Deferrals or private scholarships. Students can make payment by check or credit card online through e-Cashier. Those students who have enough financial aid credit on their bill to result in a zero or credit balance, can confirm their attendance online using their Banner account.

Students who have registered for classes and decide not to attend must formally withdraw through the Registrar's Office to avoid being billed/charged for tuition and fees. Those students who register for classes after the billing due date are required to submit payment or valid deferral at the time of registration.

Financial Aid Deferrals

Students who have financial aid that is already verified by the Financial Aid Office will **have these** Financial Aid Credits appear on their statement, treated as credits. However, should a student be found to be ineligible for any listed aid, he/she is responsible for any unpaid balance. **Students registered for less than 12 credit hours are not eligible for TAP awards**, unless the award is made under the Veteran's Tuition Assistance program. These credits may be estimates and are subject to change based on certification of the program regulations. Students are responsible for any balance should the estimated aid be changed or removed.

If a student has a valid form of aid, not listed on the statement, it may be used as a credit if appropriate proof of award is included with your remittance. The following items are acceptable as proof: TAP Awards – enclose the school portion of the award certificate; Direct Student Loans – enclose a copy of the loan award notice; Pell, SEOG, Perkins Loans, or Nursing Loans – enclose a copy of the award letter from Financial Aid; Private Scholarships – enclose a copy of the scholarship award letter. Private scholarships must be made payable directly to SUNYIT.

If you are unsure of the status of a financial aid award, contact the Financial Aid Office at (315)792-7210. They may verify the amount of allowable deferral. **It is important to note that applying for aid does not automatically guarantee eligibility.**

Other Third Party Deferrals
Armed Forces Representatives
Present properly completed federal contract authorizations forms

(DD1556; DD1227) at time of payment.

Employer Sponsorship
Third party payments are acceptable only if the employer, unconditionally, agrees to pay the college upon receipt of the billing statement. No stipulations regarding the student academic performance are allowable. **Submit a letter of authorization from your employer and payment of any fees/unauthorized balances to our office prior to the billing due date.** Employer Sponsorship letters should include the following information:

- Reimbursement will be made directly to SUNYIT.
- Reimbursement will not be dependent upon the student receiving a grade.
- Payment is due from the employer within 30 days of billing. Billing will occur when the student reached 100% liability-5th week of classes for full term. If payment is not received within 30 days of this billing date, late fees will be added to the student account.
- A signature from a company representative.
- Be submitted on official company letterhead.
- Have a specified reimbursement amount noted.

NYS Employees and UUP Personnel

NYS Employees and UUP Personnel must submit completed, approved waivers **on or before payment due date**. The student is responsible for payment of all tuition and fees at time of registration/payment unless the above are furnished. Subsequent authorization will entitle the student to a refund when vouchers are honored by the issuing campus.

State or Federally Sponsored (VESID, TRA, DVR, WIA, etc.)
It is the student's responsibility to ensure that the sponsoring agency has provided the Bursar's Office with the appropriate vouchers or authorizations required to obtain payment. Confirmation, in writing, of the amount and limitations of the award(s) must be furnished on or before payment due date. TRA sponsored students must have a valid confirmation number available at time of payment/registration.

The student is responsible for payment of any tuition and fees not confirmed by the sponsoring agency at time payment is due. Subsequent authorization will entitle the student to a refund for covered amounts when voucher is honored.

Veteran's Deferrals
If you are eligible for a veteran's deferral, the appropriate forms must be filled out each semester and on file at the college, on or before the billing due date. Note that you have a veteran's deferral and the amount on your semester billing statement. You will be rebilled as your tuition payments become due. Inquiries about eligibility for these deferrals should be addressed to the Registrar's Office at (315) 792-7265.

FERPA
Family Educational Rights and Privacy Act of 1974
The Family Educational Rights and Privacy Act of 1974 prohibits the release of privileged information to anyone except authorized personnel. If a student wishes another individual such as parents or spouse to have access to privileged information regarding their account, they must complete the release form obtained from the Student Accounts Office or online

at www.sunyit.edu and return it to the Student Accounts Office before any information will be released. It is necessary to complete this release on an annual basis. It can however, be revoked at anytime when written notification is provided to the appropriate office by the student.

Required Disclosures

Please take notice, if payment is not received for obligations due to SUNYIT, this agency is required to use other collection alternatives. Pursuant to Chapter 55 of the Laws of 1992, State agencies may refer past-due accounts to a private collection agency, the New York State Attorney General's Office, or the New York State Department of Taxation and Finance. In addition, State agencies are required to charge interest on outstanding debt at the current corporate underpayment rate set by the Commissioner of Taxation and Finance minus four percentage points, compounded daily, on accounts considered more than 30 days past due. Chapter 55 allows State agencies to charge a fee on dishonored checks or like instruments.

In addition, the New York State Attorney General's Office and SUNY Central Administration have reached an agreement requiring the addition of any interest and collection fees. Students are liable for interest, late fees, a collection fee of up to 22%, and other penalties on past due debt. Collection fees will be added to new past due debts transferred, from this campus, to the Attorney General or private collection agencies, effective January 1995.

These terms and rates may be modified, without prior notice, as required by legislative action or Board of Trustees requirements.

Master of Science in Accountancy

Offered Online Only

Overview

The MS in Accountancy is registered with New York State to satisfy the 150 hour licensure education requirement. The program is primarily intended for students who have the equivalent of an undergraduate accounting degree and are looking to increase their knowledge in the accounting field to either advance in their professional accounting career or to qualify to sit for the CPA (Certified Public Accountant) exam. Students who may not have a background in accounting but desire an opportunity to broaden their capabilities and specialize in this area are afforded the option to do so with this program. These students would be required to include additional preparatory work in their program and would do that under the guidance of the program coordinator.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program within an 18 month period. Part-time completion will vary based on total number of credits taken each term. A program of study will be developed with the program coordinator which responds to student needs and the department's plan for course scheduling.

Mission Statement

The Department of Business Management is committed to offering high quality management and professional education that is focused on meeting the needs of students and organizations in the Mohawk Valley, New York State, and the global community. We are dedicated to providing undergraduate, graduate, and non-degree programs that are responsive to the dynamic business environment and accessible to qualified students. The Department of Business Management is committed to continuously improving its programs through learning assurance, scholarship, and service.

Accreditation

The Department of Business Management is accredited by AACSB International (Association to Advance Collegiate Schools of Business), an elite distinction achieved by less than 5% of the world's academic business programs. AACSB is the premier accrediting agency of collegiate business and accounting programs worldwide.

Career Paths

Graduates of the MS Accountancy program can pursue careers in the following areas:

- Public accounting (working as a Certified Public Accountant)
- Corporate accounting (working as an accountant for a corporation or other for-profit company)
- Not-for-profit accounting
- Government accounting

Admission Guidelines

To be considered for admission, all applicants to the MS Accountancy program must possess a baccalaureate degree from an accredited university or college.

Applicants without a baccalaureate degree in accounting will be required to complete pre-requisite undergraduate coursework in accounting and business to prepare for the graduate level courses.

The Department of Business Management follows the AACSB recommended admission guidelines:

A total of 1,050 points based on 200 x undergraduate GPA + GMAT score. The minimum GMAT score required for admission consideration is 450.

Required Application Materials

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GMAT score report*
- One letter of reference
- Résumé

* *The SUNYIT code for GMAT score reporting is K6R-D6-24*

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

Pre-Requisite Undergraduate Courses

Tax Accounting (upper division)

Intermediate Accounting I & II

Managerial or Cost Accounting

Advanced Accounting (upper division)

Auditing (upper division)

Commercial (Business) Law

Computer Science

Business Statistics

Economics

Two Business elective courses

The need for completion of pre-requisite undergraduate course-work is determined in consultation with the Graduate Center and the program coordinator.

Program Requirements

The MS in Accountancy consists of 33 credit hours distributed as follows:

Accounting Core Courses.........................15 credit hours

Business Core Courses ....15 credit hours

Electives ....3 credit hours

Total: 33 credits hours

Accounting Core Courses (15 credit hours)

ACC 585   Financial Reporting/Analysis

ACC 611   Advanced Income Tax Research

ACC 630   Fund Accounting

ACC 650   Advanced Auditing Theory

ACC 685   Advanced Financial Accounting Theory

Business Core Courses (15 credit hours)

FIN 525   Financial Management Problems

FIN 685   Seminar in Accounting & Finance

BUS 505   Multinational Economics of Technology

MGS 511   Quantitative Business Analysis

MIS 515   Management Information Systems

Electives (3 credit hours)

Complete any one graduate course offered by the Department of Business Management, not including the above core courses and ACC 520 (Accounting for Managers).

Special Program Notes

- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- Students may transfer up to six credit hours, if applicable, from another graduate program.

- Students must maintain continuous registration, equal to or greater than one credit while completing graduate degree requirements. MS Accountancy students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

Laura Francis-Gladney
Associate Professor of Accounting
Ph.D. Southern Illinois University at Carbondale

Peter Karl III
Professor of Accounting & CPA
J.D. Albany Law School

William Langdon
Professor of Finance
Ph.D. Syracuse University

Hoseoup Lee
Associate Professor of Accounting & CPA
Ph.D. University of Connecticut

Naren Peddibhotla
Assistant Professor of Management Information Systems
Ph.D. University of Minnesota

Rafael F. Romero
Associate Professor of Finance
Ph.D. West Virginia University

Robert Yeh
Associate Professor of Management
Ph.D. Purdue University

Master of Science in Advanced Technology (MSAT)

Offered On Campus, Hybrid

Overview

The MS in Advanced Technology (MSAT) is a multi-disciplinary program with an emphasis on practical applications that provides a seamless path to a Master of Science degree for students who have earned an engineering, engineering technology, physics, mathematics or similar baccalaureate degree. It incorporates SUNYIT's strengths in engineering and the technologies with those of the other graduate programs at SUNYIT.

The seven full-time and one part-time faculty members in this program represent a wide range of academic, research, and applied specialties. The faculty work closely with outside organizations with related interests. For example, the ongoing Educational Partnership Agreement between SUNYIT and Air Force Research Laboratory, Rome, N.Y. (AFRL) affords both students and faculty a variety of opportunities for collaborative research projects and personnel exchanges. These relationships also provide for mutual sharing of computing, research and library facilities.

The program is currently entering into the areas of sustainable energy, environmental sustainability, transportation safety and security, and information security.

The MSAT program is designed for students interested in a high-quality multidisciplinary program that will facilitate career advancement in advanced technology areas. To that end students are helped to develop a plan of study to match their individual educational needs. Students are able to take courses in business, telecommunications, the computer sciences, and information design and technology as part of their degree.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program within an 18 month period. Part-time completion will vary based on total number of credits taken each term. A program of study will be developed with the program coordinator which responds to student needs and the department's plan for course scheduling.

Career Paths

The MSAT in Advanced Technology will be of value to individuals interested in upgrading their academic credentials and seeking career advancement in advanced technology. The American Society for Engineering Education (ASEE) has endorsed the concept of practice-oriented masters programs.

Lab Facilities

SUNYIT supports a practice-oriented learning environment in all primary areas of academic offerings. The MSAT is supported by several state-of-the-art laboratories containing a wide variety of equipment including a laboratory which is interconnected with an optical network. The laboratories are also supported with the latest software including AUTOCAD, ALGOR, FeatureCAM, MINITAB, MATLAB/SIMULINK, ProE, LabVIEW and OPNET. In addition, SUNYIT maintains extensive library holdings in support of the MSAT program.

Admission Guidelines

To be considered for admission, all applicants to the MSAT program must possess a baccalaureate degree with an upper division major in engineering, engineering technology, physics, mathematics or a related area from an accredited college or university. Applicants must generally have a cumulative average of B or better (a GPA of 3.0 on a 4.0 scale).

Students who have earned a baccalaureate degree in a discipline other than mentioned above, but who possess significant work experience (3-5 years) in an engineering/manufacturing area will be considered for admission on an individual basis.

Applicants with academic deficiencies in math may be required to take appropriate pre-requisite coursework beyond the 33 graduate credit hours required for the MS program. Required pre-requisite coursework will be identified at the time of admission and will be built into the student's plan of study.

The GRE score required for acceptance into the program varies depending upon the student's academic background, professional experience and letters of reference. Applicants without GRE scores are evaluated on an individual basis and may be admissible pending receipt of scores at a later date.

Required Application Materials

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GRE score report*
- Three letters of reference
- Educational objective statement
- Résumé

* The SUNYIT code for GRE score reporting is 2896

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

Pre-Requisite Undergraduate Courses
Calculus I
Calculus II

The need for completion of pre-requisite undergraduate coursework is determined in consultation with the Graduate Center and the program coordinator.

Program Requirements

The M.S. in Advanced Technology consists of 33 credit hours distributed as follows:

Required Core Courses ....9 credit hours
Designated MSAT Electives....................12 credit hours
General Electives....................................12 credit hours
Total: 33 credit hours

Required Core Courses (9 credit hours)
Complete at least 3 courses from the following:
MST 503   Special Topics in Advanced Technology
MST 520   Network Technology for Multimedia Systems
MST 510   Engineering & Society
MST 673   System Simulation
MST 680   Reliability & Quality Assurance

Designated MSAT Electives (12 credit hours)

Complete 4 courses selected from the designated graduate electives of MSAT or courses designated by the MSAT program coordinator as appropriate equivalents to MSAT courses.

General Electives (12 credit hours)

Complete 4 additional courses from the MSAT program course offerings or any of the graduate offerings at SUNYIT. Students can transfer in up to six credits in this category from an accredited graduate program.

Special Program Notes
- If a student decides to take MST 690 Project they must complete 6 credits of project work to receive credit for the course. The project may be completed concurrently with other coursework or may occur after the ninth course in the program is taken.
- Students can develop a program of study in consultation with an adviser which will allow them to concentrate in one of the following areas: general MSAT, entrepreneurial, electrical, industrial, mechanical, transportation or web technology.
- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- Students may transfer up to six credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while working on their final thesis or project. MSAT students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

Daniel S. Benincasa
Associate Professor
Ph.D. Rensselaer Polytechnic Institute (RPI)
Audio and speech processing, digital and analog communication systems, information assurance and intelligent signal processing

Timothy E. Busch
Assistant Professor
Ph.D. Binghamton University
Adversarial modeling, operationally focused simulation, multi-resolution modeling, control system reconfigurability

John Marsh
Associate Professor
Ph.D. Carnegie Mellon University
Routing in complex networks, wireless communications systems, statistical mechanics, signal analysis, passive and active integrated optics, fiber optic networks

Michael J. Medley
Associate Professor
Ph.D. Rensselaer Polytechnic Institute (RPI)
Adaptive signal processing, digital communications, wireless information assurance, integrated systems

Mason Somerville
Professor
Ph.D., P.E. Pennsylvania State University
Mechanical engineering, thermal systems design and research, sustainable energy systems

Xinchao "Steven" Wei
Assistant Professor
Ph.D., P.E. West Virginia University
Water quality and water chemistry, nano materials and nanotechnology, industrial and hazardous wastes

F. Andrew Wolfe
Associate Professor
Ph.D., P.E. Rensselaer Polytechnic Institute (RPI)
Traffic flow, transportation planning, engineering interaction with society, Erie Canal archeology

Master of Business Administration (MBA)
in Health Services Management
Offered Online, Hybrid

The MBA in Health Services Management is no longer accepting new students. Prospective students are encouraged to consider enrolling in the MBA in Technology Management with a concentration in Health Services Management. See page 34.

Overview
The MBA in Health Services Management is a degree that offers both a broad and integrative perspective across business functions, and a chance to specialize in health services management. This degree is a blend of traditional MBA business courses and health management courses designed specifically to meet the educational and career goals of individuals with a desire to apply management techniques in a health care setting. This program is best suited to those with a degree in business, nursing or other health related profession. It will also benefit those with a degree not in a business or health related area who seek to enhance their professional aptitude and opportunity for advancement in health administration. Having experience in health care is important but not required to pursue this degree.

Mission Statement
The Department of Business Management is committed to offering high quality management and professional education that is focused on meeting the needs of students and organizations in the Mohawk Valley, New York State, and the global community. We are dedicated to providing undergraduate, graduate, and non-degree programs that are responsive to the dynamic business environment and accessible to qualified students. The Department of Business Management is committed to continuously improving its programs through learning assurance, scholarship, and service.

Accreditation
The Department of Business Management is accredited by AACSB International (Association to Advance Collegiate Schools of Business), an elite distinction achieved by less than 5% of the world's academic business programs. AACSB is the premier accrediting agency of collegiate business and accounting programs worldwide.

Career Paths
The following are examples of areas that graduates of this program will be prepared to work in: consulting, hospital administration, nursing home administration, insurance, managed care, mental health organizations, physician practice management, public health and non-profit organizations. Physicians may also find the MBA HSM a suitable supplement to their medical degree when engaged in health administration or management.

Lab Facilities
With its modern computing facilities and current business software packages, the Business Laboratory provides our students and faculty members an excellent environment for conducting business data analysis, management case simulation, operation programming, and other advanced computing activities.

Degree Requirements
The MBA in Health Services Management consists of 48 credit hours distributed as follows:

Health Services Management Core Courses. . . . 21 credit hours
Business Management Core Courses. . . . . 21 credit hours
Specialized Concentration Courses. . . . . 6 credit hours
Total: 48 credit hours

Health Services Management Core Courses (21 credit hours)

HSM 500	Health Care Systems
HSM 501	Health Policy
HSM 505	Health Economics
HSM 509	Legal Issues in Health Care
HSM 535	Financial Management of Health Care Organizations
HSM 525	Marketing and Planning
HSM 685	Health Services Administration Environment & Strategies

Business Management Core Courses (21 credit hours)

ACC 520	Accounting for Managers
HRM 518	Human Resource Management
MIS 515	Management Information Systems
MKT 505	Marketing Management
MGT 607	Organizational Management Theory
FIN 525	Financial Management Problems
MGS 511	Quantitative Business Analysis

Specialized Concentration Courses (6 credit hours)
Complete 2 courses from the following:

HSM 522	Nursing Home Administration
HSM 531	Financial Management in Ambulatory Care Organization
HIM 501	Health Care Informatics
Elective	Any course offered in the MBA Technology Management or MS Accountancy Programs

Special Program Notes
- At least 3 credits of electives must be Health Services Management electives; however, students with a special interest may petition to complete the elective requirement without a health related elective.
- The program capstone, HSM 685 must be completed with a grade of "B" or better.

- Students may repeat courses only once without academic petition.
- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- Students may transfer up to twelve credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while completing graduate degree requirements. MBA students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

John Barnes
Associate Professor of Marketing
Ph.D. Arizona State University

Lisa Berardino
Associate Professor of Human Resource Management
Ph.D. Virginia Polytechnic Institute

Laura Francis-Gladney
Associate Professor of Accounting
Ph.D. Southern Illinois University at Carbondale

William Langdon
Professor of Finance
Ph.D. Syracuse University

Hoseoup Lee
Associate Professor of Accounting & CPA
Ph.D. University of Connecticut

Naren Peddibhotla
Assistant Professor of Management Information Systems
Ph.D. University of Minnesota

Rafael Romero
Associate Professor of Finance
Ph.D. West Virginia University

Jan Welker
Associate Professor of Health Services Management
Ph.D. Saint Louis University

Robert Yeh
Associate Professor of Management
Ph.D. Purdue University

Master of Business Administration (MBA) in Technology Management

Offered Online, On Campus, Hybrid

EARNED EXCELLENCE

AACSB ACCREDITED

EST. 1916

THE BEST BUSINESS SCHOOLS
IN THE WORLD

Overview

The Master of Business Administration (MBA) degree is the most widely awarded and recognized graduate degree in the field of business. The MBA in Technology Management is a degree program that offers a broad and integrative perspective across business functions, and a chance to specialize in a field of the individual's choice. It also responds to the current needs of the local business community by combining a rigorous study of management topics with a unique focus on technology and innovation management.

The program stresses the use of modern techniques to analyze and develop business solutions and prepare students for upper-level management jobs. The focus of the coursework is on the use of quantitative and qualitative analyses in conjunction with financial, accounting, and economic principles to solve current and future business challenges.

The MBA curriculum is designed to prepare generalists for corporate management. Our well-qualified graduate faculty and the modern technological infrastructure at SUNYIT provide an ideal learning environment to integrate technology into the rigorous management curriculum.

The MBA program accommodates both full-time and part-time students. Full-time students can complete the program in two years. Part-time completion will vary based on total number of credits taken each term.

Mission Statement

The Department of Business Management is committed to offering high quality management and professional education that is focused on meeting the needs of students and organizations in the Mohawk Valley, New York State, and the global community. We are dedicated to providing undergraduate, graduate, and non-degree programs that are responsive to the dynamic business environment and accessible to qualified students. The Department of Business Management is committed to continuously improving its programs through learning assurance, scholarship, and service.

Accreditation

The Department of Business Management is accredited by AACSB International (Association to Advance Collegiate Schools of Business), an elite distinction achieved by less than 5% of the world's academic business programs. AACSB is the premier accrediting agency of collegiate business and accounting programs worldwide.

Career Paths

The MBA degree holders can seek careers in a wide variety of areas such as corporate administrators, business entrepreneurs, industry consultants, and government administrative employees. The broad learning scope and advanced professional training in the MBA curriculum make it possible for graduates from this degree program to hold positions in a variety of roles in nearly every industry.

Lab Facilities

With its modern computing facilities and current business software packages, the Business Laboratory provides our students and faculty members an excellent environment for conducting business data analysis, management case simulation, operation programming, and other advanced computing activities.

Admission Guidelines

To be considered for admission, all applicants to the MBA program must possess a baccalaureate degree from an accredited university or college.

The Department of Business Management follows the AACSB recommended admission guidelines:

A total of 1,050 points based on 200 x undergraduate GPA + GMAT score. The minimum GMAT score required for admission consideration is 450.

Required Application Materials

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GMAT score report*
- One letter of reference
- Résumé

* The SUNYIT code for GMAT score reporting is K6R-D6-26

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

The MBA in Technology Management consists of 48 credit hours distributed as follows:

Technology Management Core Courses ....18 credit hours
Business Management Core Courses...............21 credit hours
Specialized Concentration Courses ....9 credit hours
Total: 48 credit hours

Technology Management Core Courses (18 credit hours)

TIM 500	Project Management
TIM 530	Managing New Product Design & Development
BLW 570	Business Law, Ethics, & Intellectual Property Rights
ENT 575	Innovation and Entrepreneurship
TIM 585	Cases in Technology and Innovation Management
TIM 685	Strategic Planning

Business Management Core Courses (21 credit hours)

ACC 520	Accounting for Managers
HRM 518	Human Resource Management
MIS 515	Management Information Systems
MKT 505	Marketing Management
BUS 505	Multinational Economics of Technology
FIN 525	Financial Management Problems
MGS 511	Quantitative Business Analysis

Specialized Concentration Courses (9 credit hours)

Choose one area of concentration and complete all three courses in that area.

Note: International students (F1 visa holders) are required to concentrate in Business Management to meet the US residency requirements.

Accounting & Finance Concentration

FIN 532	Investment Strategy
ACC 585	Financial Statement Analysis & Reporting
FIN 685	Seminar in Accounting & Finance

Health Services Management Concentration

HSM 500	Health Care Systems
HSM 525	Health Care Marketing/Strategic Planning
HSM 535	Financial Management for Health Care Organizations

Human Resource Management Concentration

HRM 615	Labor Relations
HRM 620	Compensation
HRM 650	Human Resource Information Systems

Marketing Management Concentration

MKT 510	Data Analysis
MKT 652	Sales Management
MKT 654	Services Marketing Management

Business Management Concentration

Choose any three graduate level business courses, excluding the technology management and business management core courses.

Fast Track Option

The Fast Track MBA is a 33 credit hour program designed for students who have an undergraduate business degree with a cumulative grade point average (GPA) of 3.0 or higher from an accredited business program.

Students admitted into the Fast Track MBA will be granted course waivers for the following five business management core courses: ACC 520, BUS 505, FIN 525, HRM 518 and MKT 505.

This 15 credit hour waiver reduces the total number of credit hours required for the business management core to six credits.

The Fast Track option allows qualified full-time MBA students to complete the MBA in one year.

Special Program Notes

- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- Students may transfer up to twelve credit hours, if applicable, from another graduate program.
- Fast Track students may transfer up to six credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while completing graduate degree requirements. MBA students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

John Barnes
Associate Professor of Marketing
Ph.D. Arizona State University

Lisa Berardino
Associate Professor of Human Resource Management
Ph.D. Virginia Polytechnic Institute

Maureen Casile
Assistant Professor of Management
Ph.D. University of Texas at Austin

Laura Francis-Gladney
Associate Professor of Accounting
Ph.D. Southern Illinois University at Carbondale

Peter A. Karl III
Professor of Accounting & CPA
J.D. Albany Law School

William Langdon
Professor of Finance
Ph.D. Syracuse University

Hoseoup Lee
Associate Professor of Accounting & CPA
Ph.D. University of Connecticut

Naren Peddibhotla
Assistant Professor of Management Information Systems
Ph.D. University of Minnesota

Rafael Romero
Associate Professor of Finance
Ph.D. West Virginia University

Robert Yeh
Associate Professor of Management
Ph.D. Purdue University

Master of Science in Computer and Information Science
Offered On Campus Only

Overview

The MS program in Computer and Information Science provides a strong theoretical and application-oriented education. Graduates are equally successful in the workforce and in doctoral programs.

The Computer and Information Sciences department is one of the largest within SUNYIT. The twelve full-time faculty have diverse areas of expertise and support two graduate and four undergraduate programs while pursuing research and scholarly activities in their respective areas of interest. Many faculty and students maintain a close working relationship with researchers at the Rome Research Site of the Air Force Research Laboratory located about ten miles west of the campus.

The program regularly offers a variety of courses in software engineering, systems and architectures, algorithms and theory, and artificial intelligence and modeling. Courses are complemented by several state-of-the-art laboratories employing a variety of computing environments. The program is also supported by extensive library holdings. Hundreds of journal titles maintained by the Cayan Library directly support the graduate program in computer science.

The Master's program in Computer and Information Science is designed for students seeking a quality education in preparation for employment, career advancement, or further graduate study in this rapidly developing field. It is designed to provide a broad overview of the major areas of the discipline, coupled with a specialization in at least one of the following areas: **software engineering, systems & architectures, algorithms & theory, and artificial intelligence & modeling**. Course offerings stress the principles and problem-solving methodology required by computing professionals working in industry, business and education.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program within an 18 month period. Part-time completion will vary based on total number of credits taken each term. A program of study will be developed with the program coordinator which responds to student needs and the department's plan for course scheduling.

Career Paths

The MS in Computer Sciences allows students to advance their careers and increase their depth of understanding in this dynamic and growing field. Our graduates go on to rewarding careers in the field with job titles such as Senior Software Engineer, Senior Programmer, Systems Administrator, Research Engineer, Systems Engineer, and Technical Consultant. Some of the companies that our graduates join include Assured Information Security, BAE Systems, Booz Allen Hamilton, CACI, ITT Industries, and Northrop Grumman Corporation.

Lab Facilities

The Department of Computer and Information Sciences maintains six labs in support of this program. These labs are interconnected on a modern high speed network and supported by multiple file servers for central data storage that are accessible both on and off campus. In addition to providing disk storage to the department's own majors, additional servers support the departmental web site (www.cs.sunyit.edu), remote access, databases (mySQL, PostgresSQL, and Oracle), software repositories, streaming video, and many other services. The Computer Science network is maintained by full time staff with the assistance of student administrators.

DogNET UNIX Lab (Kunsela C-012) provides access to UNIX workstations (named after dogs). Twenty-five workstations run the Gentoo Linux operating system and provide access to software for Internet access, publishing, language compilers, etc. Used in computer science courses in programming languages, operating systems, networking, web development, and system administration, the lab has open access during building hours when not occupied by a class.

Microsoft Windows Lab (Kunsela C-014 and Kunsela C-109) provides access to the MS Windows operating system and software. C-014 contains twenty-five workstations and has open access during building hours when not occupied by a class. The C-109 lab has six workstations and is ideal for small groups working collaboratively on projects. These labs support instruction and experimentation in object-oriented programming, client-server and distributed computing (networking, systems administration and interoperability with other platforms), and collaborative computing (web development, videoconferencing, multimedia). Programming environments supported include SUN Java, Visual Studio (C#, J#, C++, Visual Basic), FORTRAN 90, Prolog, LISP, ML-Object-Cami, APL. Application software includes Microsoft Office, Sharepoint, Publisher, Visio, Matlab, Maple, SPSS, and several Adobe titles.

The Kunsela 24 Hour Open Lab (Kunsela B-118) provides access to resources found in other computer science labs on a 24/7 basis while classes are in session. Current hardware includes ten Windows workstations, two Gentoo Linux workstations, and a multimedia station with flatbed scanner and blu-ray writer.

Parallel Processing Lab provides access to an assortment of hardware to facilitate experimentation in parallel processing and distributed computing. Current equipment includes a cluster of SUN quad-core Linux servers, Sony Playstation 3 consoles, and workstations with high end graphics processors to support GPU programming projects.

Admission Guidelines

To be considered for admission, all applicants to the MS Computer and Information Science program must possess a baccalaureate degree with a major in computer science or information systems. In addition, a background in mathematics including calculus, discrete mathematics and probability is required. Applicants must generally have an average of B or better (a GPA of 3.0 on a 4.0 scale).

A GRE General Test score of at least 1200 over the quantitative and verbal reasoning portions of the exam is generally required for consideration. For international students requiring the TOEFL or IELTS, the GRE score requirement is at least 680 on the quantitative portion of the exam.

Refer to page 5 for information on minimum TOEFL or IELTS scores.

For applicants taking the GRE Revised General Test after August 1, 2011, scores presented must fall within approximately the same GRE percentile performance as those who took the exam prior to August 1, 2011. International applicants will require a quantitative score in at least the 66th percentile.

Applicants not meeting the above admission criteria will be considered on an individual basis.

Applicants without a CS or IS degree may be admitted *conditionally* but must demonstrate proficiency in discrete mathematics, computer organization, data structures, and object-oriented programming. This can be achieved in one of two ways for each of the four core areas described:

1. Submit an undergraduate transcript along with the SUNYIT Application for Graduate Admission showing a B grade or higher in each subject area.

2. Address the deficiency by completing the appropriate designated bridge course (CS 500, 502, 503, 505) with a B grade or higher within the first 16 credit hours of SUNYIT graduate work. Bridge courses are intended to provide students with fundamental knowledge in computer science as appropriate and serve to prepare students for advanced coursework. Bridge courses do not count toward the general elective component of the M.S. degree requirements.

Bridge Courses
CS 500 Discrete Structures
CS 502 Machine Structures
CS 503 Data Structures
CS 505 Object-oriented Programming

Application Materials Checklist

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GRE score report*
- One letter of reference
- Résumé

* *The SUNYIT code for GRE score reporting is 2896*

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

Pre-Requisite Courses
- Computer Organization
- Object Oriented Programming
- Data Structures
- Discrete Math
- Calculus
- Probability

The need for completion of pre-requisite coursework is determined in consultation with the Graduate Center and the program coordinator.

Program Requirements

The M.S. in Computer and Information Science consists of 33 credit hours distributed as follows:

Area Courses..**12 credit hours**
Depth Courses...**9-12 credit hours**
General Electives ....**6 credit hours**
Thesis/Project... **3-6 credit hours**
Total: 33 credit hours

Area Courses (12 credit hours)
Complete one course in each of the following four areas:

1. Software Engineering
CS 510   Programming Languages
CS 511   Formal Methods
CS 512   Software Engineering
CS 518   Special Topics in Software Engineering

2. Systems & Architectures
CS 520   Computer Architecture
CS 521   Operating Systems
CS 522   Computer Networks
CS 523   Parallel Computing
CS 524   Distributed Systems
CS 528   Selected Topics in Systems

3. Algorithms & Theory
CS 530   Algorithms & Complexity
CS 531   Automata, Computability and Formal Languages
CS 532   Cryptography and Data Security
CS 538   Special Topics in Algorithms

4. Artificial Intelligence & Modeling
CS 540   Artificial Intelligence
CS 541   Databases
CS 542   Machine Learning
CS 543   Systems Theory
CS 548   Special Topics in AI and Modeling

Depth Courses (9-12 credit hours)
Complete two additional courses from one of the four areas above and one additional course from a different area. A fourth course from any area is required if a project is elected instead of a thesis.

Note: Computer Science graduate courses not assigned to one of the areas above (e.g., bridge courses, CSC 507, CS 598, CS 599, CS 600) cannot be applied to the depth requirement.

General Electives (6 credit hours)
Complete a maximum of two courses selected from the graduate offerings at SUNYIT (excluding bridge courses), approved by the department.

Thesis/Project (3-6 credit hours)
CS 598   Project (3 credits) OR
CS 599   Thesis (6 credits)

Guidelines and requirements for the project or thesis are provided to students by their faculty adviser.

Special Program Notes
- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.

- Students may transfer up to six credit hours, if applicable, from another graduate program.
- Students may repeat at most two courses in which a "C" grade or less was received.
- Students must maintain continuous registration, equal to or greater than one credit while working on their final thesis or project. MS Computer Science students completing a thesis can do this by registering for CS 599 - Thesis for one credit. Students completing a project can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

Bruno Andriamanalimanana
Associate Professor
Ph.D. Lehigh University
Combinatorics, coding theory, cryptography

Roger Cavallo
Professor
Ph.D. State University of New York at Binghamton
Ernest W. Goodell Research and Creativity Award, 1990
Systems theory, conceptual modeling, probabilistic database theory

John A. Marsh
Associate Professor and Department Chair
Ph.D. Carnegie Mellon University.
Computer networks, wireless network security, complexity theory, integrated optics

Rosemary Mullick
Professor
Ph.D. Wayne State University
Operating systems, computer networks, artificial intelligence, instructional computing

Jorge Novillo
Professor
Ph.D. Lehigh University
Combinatorics, data security, bio-computing, artificial intelligence

Michael Pittarelli
Professor
Ph.D. State University of New York at Binghamton
Ernest W. Goodell Research and Creativity Award, 1992
Systems science, artificial intelligence, combinatorial search, database theory

Ronald Sarner
Distinguished Service Professor
Ph.D. State University of New York at Binghamton.
Chancellor's Award for Excellence in Teaching, 1992
Data modeling, data mining, instructional computing

Saumendra Sengupta
Professor
Ph.D. University of Waterloo
Systems modeling, computer networks, system forensics, distributed systems, operating systems

Scott Spetka
Professor
Ph.D. UCLA
Distributed databases, operating systems, system administration

Geethapriya Thamilarasu
Assistant Professor
Ph.D. State University of New York at Buffalo
Networking, wireless security, secure key distribution and management in wireless sensor networks, remote patient monitoring using body area sensor networks, security in vehicular networks

Xiaojiang (Henry) Wu
Assistant Professor
Ph.D. Oklahoma State University
Video and multimedia networking, networking protocols, network security; communications network architecture, embedded system design, fuzzy logic application

Master of Science in Information Design and Technology

Offered Online Only

Overview

The MS in Information Design and Technology (IDT) offers an inter-disciplinary examination of the role of new and emerging media within contemporary culture and communication while allowing students to develop a specific area of research to suit their unique academic and professional goals. Through theory, practice, and individual research, students examine the complex relationship between diverse types of information and the technologies that are used to work with and communicate that information. Offering historical perspective alongside technical instruction, the IDT program places particular emphasis on the social impact and potential of new communication technologies.

The IDT program accommodates both full-time and part-time students. Full-time students can complete the program within a 24 month period. Part-time completion will vary based on the total number of credits taken each term.

Career Paths

The skills and knowledge taught in the IDT program are interdisciplinary and can be adapted to many fields and careers. The following are examples of the types of work graduates of the IDT program can do:

- Instructional Media/Educational Technology
- Teaching/Training using Information Technology
- Social Media Strategist
- Web Archivist
- Digital Strategist
- Information Designer for a wide variety of fields
- Internet Researcher
- Web Developer and Designer
- Professional Communicator
- Public Relations
- College Admissions
- Digital Exhibitions and Publications
- Information Help Desk
- Blog/Wiki Specialist

Admission Guidelines

To be considered for admission, all applicants to the MS Information Design & Technology program must possess a baccalaureate degree from an accredited university or college with an average of B or better (a GPA of 3.0 on a 4.0 scale). Lower GPAs will be considered if the student has a strong portfolio, related experience, or does well as a non-matriculated student in the program.

Required Application Materials

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Two letters of reference* preferably from a current/former supervisor or faculty member
- Digital portfolio* of selected creative materials supporting

preparation for graduate study such as research papers, presentations and design work
- Educational objective statement
- Résumé

A non-matriculated student who takes an IDT course and attains a 3.5 GPA or higher does not need to submit a portfolio or letters of reference when applying to enter the program.

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

The M.S. in Information Design and Technology consists of 33 credit hours distributed as follows:

IDT Core Courses ....**12 credit hours**
IDT Electives ....**12 credit hours**
Unrestricted Electives..**6 credit hours**
Thesis/Project..**3 credit hours**
Total: 33 credit hours

IDT Core Courses (12 credit hours)

IDT 501 Social Information Theory
IDT 507 Information Technology
IDT 534 Information Design
IDT 530 Research Methods for Information Design
        and Technology*
With permission of an IDT adviser, students may choose
*   ANT 531 or CSC 507 in lieu of IDT 530.*

IDT Electives (12 credit hours)

Complete 4 courses from the following:
IDT 503   Human Factors in Information Design
IDT 505   Computing Environments
IDT 520   Gender and Technology
IDT 521   Global Communication
IDT 522   Computer-Supported Cooperative Work
IDT 523   Digital Narratives
IDT 524   Websphere Analysis
IDT 531   Technical Editing
IDT 535   Typographic Design and Communication
IDT 536   Graphic Design
IDT 541   Instructional Design
IDT 545   Informational Technology and
             Organizational Change
IDT 551   Evaluating Technology
IDT 553   Principles and Projects in New Media

IDT 554   Web Development and Design
IDT 555   Ethical and Legal Issues of the Information Age
IDT 585   Seminar in Emerging Technologies
IDT 590   Topics in Information Design and Technology*
IDT 591   Independent Study
IDT 592   Internship

* Students may take additional sections of IDT 590 as long as the topics covered are not the same.

Unrestricted Electives (6 credit hours)
In consultation with an adviser, students choose two additional graduate-level electives or an internship and one elective.

Thesis/Project (3 credit hours)
IDT 599   Thesis/Project

Working with faculty member teaching the course, or an adviser, students either write a thesis or complete a project for the program.

Special Program Notes
- Students must receive a "B" (3.0) or better in all core courses.
- Unless otherwise noted, all graduate courses are 3 credit hours.
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- All students must have a GPA of 3.0 or higher to graduate.
- Students may transfer up to six credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while working on their final thesis or project. MS IDT students can do this by registering for CMT 600- Continuous Registration.

This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

Russell L. Kahn
Associate Professor
Ph.D. University at Albany
Social, political, business and educational implications of the web, web design, and computer software documentation

Steven Schneider
Professor
Ph.D. Massachusetts Institute of Technology
Computer-mediated communication and computer-mediated instructional systems, social impact of technologies, Web archiving and analysis, political science

Kathryn Stam
Associate Professor
Ph.D. Syracuse University
Online learning, cross-cultural communication, computer-supported cooperative work, social and ethical aspects of information technology, anthropology of work, Thai studies

Ibrahim Yucel
Assistant Professor
Ph.D. Penn State University.
Video game design and development, online communities and culture, human computer interaction, serious games, AI and intelligent agents

Master of Science in Nursing

Accreditation

The MS in Nursing programs are registered by the New York State Education Department and are nationally accredited by the Commission on Collegiate Nursing Education (CCNE).

Mission Statement

The mission of the SUNYIT Nursing Faculty is to create a caring, transformational environment that promotes professional excellence, lifelong scholarship, and innovation in nursing. We provide evidence-based nursing education that prepares learners to meet health care needs within our local and global communities through technology, leadership, and collaboration (TLC).

Vision Statement

The vision of the SUNYIT Nursing Faculty is for the nursing programs at SUNYIT is to be the premier innovative cornerstone of nursing education in New York State through the use of technology within a caring context.

Statement of Purpose and Program Goals

The graduates of this program are prepared at beginning and advanced levels of their practice to utilize theory, leadership, and research evidence as the foundation of their practice. They are prepared to continue their education and to deliver quality nursing services that embrace the ethical code and legal standards of the profession to individuals, families, groups, and communities. The goals are to:

1. Integrate nursing knowledge with a blend of liberal education in the arts and sciences.
2. Provide an educational environment that promotes caring, critical reflection, collaboration, professionalism, and lifelong learning.
3. Mentor and guide nurses toward personal and professional transformation in nursing.
4. Foster clinical decisions and ethical practice in health care based upon the codes and standards of practice to meet unique needs of clients, families and within culturally diverse communities.
5. Promote the development of faculty in teaching, practice, community service, and scholarship within the nursing profession, community, and university.

Program Outcomes

Derived from the Department of Nursing and Health Professions goals are the program outcomes specific to the Master of Science in Nursing degree to prepare the graduate for advanced professional practice. At the completion of the master's program, the graduate will be able to:

1. Apply knowledge gained from theoretical and empirical knowledge in nursing and from related arts, natural, social, and behavioral sciences to advanced practice in nursing.
2. Synthesize concepts of community, teaching and learning, wellness, health promotion, leadership, and management in advanced practice to meet health care needs of individuals, families, groups, and culturally diverse communities.
3. Utilize critical reflection, collaboration, research, and caring in the delivery and administration of health care.
4. Integrate the code of ethics and standards of advanced specialty practice in decision making and independent judgments.
5. Collaborate and partner with consumers, providers, and organizations to provide meaningful services for others.
6. Demonstrate commitment to ongoing personal and advanced professional development through professional involvement, lifelong learning, and fostering an appreciation for doctoral study.

Career Paths

Nurse Practitioner

With a growing need for qualified nurse practitioners, professional-level nursing takes place in private practices, health maintenance organizations, public health agencies, primary care clinics, home health care and nursing homes. Opportunities are also available in offices, palliative care and occupational settings.

Nursing Education

The need for master's prepared faculty prepared to educate future nurses is critical to addressing the current nationwide nursing shortage. The Master of Science in Nursing Education programs prepare graduates for a professional career as a nurse educator in academia or staff development. Graduates advance their careers as faculty and administrative leaders in a wide variety of settings including associate degree nursing education and hospital staff development. Graduates of the program are encouraged to pursue doctoral study.

Nursing Administration

Graduates of the program move on to positions as nurse managers, directors, case managers, project directors and quality improvement leaders, and chief nursing officers.

Sigma Theta Tau International

Iota Delta Chapter of Sigma Theta Tau International Honor Society of Nursing includes in its membership students, alumni, faculty, and community leaders in nursing. The purposes of this society are to recognize superior achievement and leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Eligibility is determined by scholastic achievement, evidence of professional potential, and/or marked accomplishment in the field of nursing.

Lab Facilities

The nursing laboratory provides multiple student work stations (with examination tables) where students practice the processes associated with medical history taking and physical examinations. Specialized equipment associated with the physical examination is provided. A video equipped exam room is utilized for simulation experiences. Nurse practitioner students routinely perform histories and physicals on volunteers from inside and outside the campus community.

Health Clearance Requirements

All students must meet the health requirements of the nursing program and health agencies. Satisfactory health clearance must be complete and on file in the Health and Wellness Center prior to participation in each of the placements in agency settings for practical and/or clinical experiences. Clinical clearance must be updated and validated every semester prior to the first scheduled clinical agency experience. Attendance at clinical activity without prior clinical clearance will result in clinical failure.

Admission Guidelines

All applicants to the MS Nursing program must possess a baccalaureate degree with a major in nursing from an NLNAC or CCNE accredited program with a minimum 3.0 grade point average (on a 4.0 scale) for the last 30 hours of undergraduate or graduate level coursework.

Applicants must currently be licensed or eligible for licensure as a Registered Professional Nurse in New York State and must have completed a minimum of one year's work experience as a professional nurse.

All applicants must demonstrate successful completion of a course in descriptive statistics.

Nurse practitioner applicants must also have successfully completed an undergraduate health assessment course within five years of registering for NUR 566. For those whose undergraduate health assessment course was more than five years ago, NUR 514 (2 credits) is available.

Required Application Materials

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended reflecting completion of the BS in Nursing
- Two professional letters of reference (at least one of these must be an academic reference)
- Educational objective statement
- Résumé

The Application for Graduate Admission and all required forms are available at:

www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

MS in Nursing with a Major in Adult Nurse Practitioner
Offered On Campus, Hybrid

The Adult Nurse Practitioner program is designed to prepare expert advanced practice primary care clinicians capable of providing care to adults in primary care settings. The program builds on the undergraduate foundation and develops advanced assessment, planning and evidence-based clinical management skills. The program emphasizes clinical competence through theoretical understanding and practical application to primary care practice. Adult nurse practitioners provide primary and preventive health care to adults. They are advocates and health educators for patients, families, and communities.

Clinical expertise is acquired through clinical placements in a variety of public, private, and community-based primary care agencies. The ANP student will complete 670 hours of clinical practice in this 39 credit-hour program of study. In addition, the program provides a strong foundation for doctoral study and research.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program in two years; part-time completion typically takes four years.

Degree Requirements
Pre-Requisite Undergraduate Courses
Statistics
Health Assessment

Program Requirements

The MS in Nursing with a major in Adult Nurse Practitioner consists of **39 credit hours** distributed as follows:

NUR 500	Theoretical Foundations for Nursing Practice	3 credits
NUR 503	Advanced Nursing, Health Policy & the Health System	3 credits
NUR 555	Clinical Pharmacology	3 credits
NUR 560	Nursing Research Methods	3 credits
NUR 566	Advanced Practice Nursing Lecture	3 credits
NUR 567	Advanced Practice Nursing Clinical	2 credits
NUR 570	Clinical Pathophysiology	3 credits
NUR 574	Adult Health Promotion & Disease Prevention across the Lifespan	2 credits
NUR 582	Beginning Level Adult Clinical	2 credits
NUR 653	Adult Primary Health Care I	2 credits
NUR 658	Women's Health Care	2 credits
NUR 669	Adult Primary Health Care II	3 credits
NUR 672	Intermediate Level Adult Clinical	3 credits
NUR 682	Advanced Level Adult Clinical	3 credits
NUR 692	Culminating Seminar for Nurse Practitioners	2 credits

Special Program Notes

- Regardless of overall GPA, students can apply only two "C" grades in courses taken towards the degree.
- All students must have a GPA of 3.0 or higher to graduate.
- Graduate students may repeat a graduate nursing course only once.
- ANP majors must complete and pass a comprehensive final examination at the completion of their program of study.
- Students may transfer up to twelve credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while completing degree requirements. MS Nursing students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

MS in Nursing with a Major in Family Nurse Practitioner
Offered On Campus, Hybrid

The Family Nurse Practitioner program is designed to prepare expert advanced practice primary care clinicians capable of providing care to families in primary care settings. The program builds on the undergraduate foundation and develops advanced assessment, planning, and evidence-based clinical management skills. Family nurse practitioners provide primary and preventive care in such areas as pediatrics, family

health, women's health, and gerontological care. They are advocates and health educators for patients, families, and communities.

The program emphasizes clinical competence through theoretical understanding and practical application to primary care practice. Clinical expertise is acquired through clinical placements in a variety of public, private, and community-based primary care agencies. The FNP student will complete 750 hours of clinical practice in this 45 credit-hour program of study. In addition, the program provides a strong foundation for doctoral study and research.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program in two years; part-time completion typically takes four years.

Degree Requirements
Pre-Requisite Undergraduate Courses
Statistics
Health Assessment

Program Requirements
The MS in Nursing with a major in Family Nurse Practitioner consists of **45 credit hours** distributed as follows:

NUR 500	Theoretical Foundations for Nursing Practice	3 credits
NUR 503	Advanced Nursing, Health Policy & the Health System	3 credits
NUR 531	Family Theory	2 credits
NUR 555	Clinical Pharmacology	3 credits
NUR 560	Nursing Research Methods	3 credits
NUR 566	Advanced Practice Nursing Lecture	3 credits
NUR 567	Advanced Practice Nursing Clinical	2 credits
NUR 570	Clinical Pathophysiology	3 credits
NUR 572	Family Health Promotion & Disease Prevention Across the Lifespan	3 credits
NUR 580	Beginning Level Family Clinical	2 credits
NUR 652	Family Primary Health Care I	3 credits
NUR 658	Women's Health Care	2 credits
NUR 668	Family Primary Health Care II	4 credits
NUR 670	Intermediate Level Family Clinical	3 credits
NUR 680	Advanced Level Family Clinical	4 credits
NUR 692	Culminating Seminar for Nurse Practitioners	2 credits

Special Program Notes

- Regardless of overall GPA, students can apply only two "C" grades in courses taken towards the degree.

- All students must have a GPA of 3.0 or higher to graduate.

- Graduate students may repeat a graduate nursing course only once.

- FNP majors must complete and pass a comprehensive final examination at the completion of their program of study.

- Students may transfer up to twelve credit hours, if applicable, from another graduate program.

- Students must maintain continuous registration, equal to or greater than one credit while completing degree requirements. MS Nursing students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

MS in Nursing with a Major in Gerontological Nurse Practitioner
Offered On Campus, Hybrid
The Gerontological Nurse Practitioner Program is designed to prepare expert advanced practice primary care clinicians to provide care to the elderly in primary care settings. The program builds on the undergraduate foundation and develops advanced assessment, planning and evidence-based competence through theoretical understanding and practical application to primary care practice.

Gerontological Nurse Practitioner students test principles in on-campus laboratory settings and in the community. They experience care of the elderly in a variety of settings in the community including hospitals, health care agencies, home care, hospice, and nursing home settings. The Gerontological Nurse Practitioner student will complete 750 clinical hours. This is a 44 credit-hour program. In addition, the program provides a strong foundation for doctoral study and research.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program in two years; part-time completion typically takes four years.

Degree Requirements
Pre-Requisite Undergraduate Courses
Statistics
Health Assessment

Program Requirements
The MS in Nursing with a major in Gerontological Nurse Practitioner consists of **44 credit hours** distributed as follows:

NUR 500	Theoretical Foundations for Nursing Practice	3 credits
NUR 503	Advanced Nursing, Health Policy & the Health System	3 credits
NUR 560	Nursing Research Methods	3 credits
NUR 570	Clinical Pathophysiology	3 credits
NUR 555	Clinical Pharmacology	3 credits
NUR 566	Advanced Practice Nursing Lecture	3 credits
NUR 567	Advanced Practice Nursing Clinical	2 credits
NUR 531	Family Theory	2 credits
NUR 576	Foundations of Gerontological Health Promotion & Disease Prevention	3 credits
NUR 584	Beginning Level Gerontological Clinical	2 credits
NUR 654	Gerontological Primary Health Care I	3 credits
NUR 659	Gynecological Health Care of Elders	2 credits
NUR 667	Gerontological Primary Health Care II	4 credits
NUR 674	Intermediate Level Gerontological Clinical	3 credits
NUR 684	Advanced Level Gerontological Clinical	3 credits
NUR 692	Culminating Seminar for Nurse Practitioners	2 credits

Special Program Notes
- Regardless of overall GPA, students can apply only two "C" grades in courses taken towards the degree.

- All students must have a GPA of 3.0 or higher to graduate.

- Graduate students may repeat a graduate nursing course only once.

- GNP majors must complete and pass a comprehensive final examination at the completion of their program of study.

- Students may transfer up to twelve credit hours, if applicable, from another graduate program.

- Students must maintain continuous registration, equal to or greater than one credit while completing degree requirements. MS Nursing students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Advanced Certificates in Adult, Family & Gerontological Nurse Practitioner

The Department of Nursing & Health Professions is authorized by the New York State Education Department to offer post-master's certificates in adult, family, and gerontological nurse practitioner to registered nurses who already possess both baccalaureate and master's degrees in nursing from accredited programs.

Admission requirements for these post-master's certificate programs are the same as for the department's MS nursing program except applicants must have a minimum 3.2 grade point average (on a 4.0 scale) for all graduate level work completed.

Advanced Certificate Degree Requirements

Adult Nurse Practitioner .... 30 credits
Family Nurse Practitioner .... 36 credits
Gerontological Nurse Practitioner .... 35 credits

Enrollees follow the same program of study for the master of science in nursing in their respective nurse practitioner major except they are not required to take NUR 500, NUR 503, and NUR 560.

The faculty realize that students in the post-master's certificate programs will come with a variety of backgrounds and experience. Students will need to meet with an advisor early in the course of study to determine specific clinical needs. Every effort will be made to provide students with both necessary and desired clinical experiences.

For updated information about the estimated cost to complete this program and other important information please visit the SUNYIT website at www.sunyit.edu/nursing.certs_anp_fnp and www.sunyit.edu/nursing.certs_gnp.

MS in Nursing with a Major in Nursing Administration

Offered On Campus, Hybrid

The Nursing Administration program is designed to prepare professional leaders who will creatively advance the practice of nursing and facilitate the delivery of cost-effective care through the application and testing of administrative knowledge and skills. The Nursing Administration student will complete a practicum in a nursing administration role selected from a variety of health care agency options. This program provides a strong foundation for doctoral study and research.

The program is designed for nurse executives, nurse directors/managers and nurses seeking to advance into management and administration. Students are prepared for ANCC's Nurse Executive Certification Examination. The diverse frameworks of practice and distinct spheres of influence and authority of the nurse administrator are explored and critically examined.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program in two years; part-time completion typically takes four years.

Degree Requirements

Pre-Requisite Undergraduate Courses

Statistics

Program Requirements

The MS in Nursing with a major in Nursing Administration consists of **43 credit hours** distributed as follows:

Course	Title	Credits
NUR 500	Theoretical Foundations for Nursing Practice	3 credits
NUR 503	Advanced Nursing, Health Policy & Health System	3 credits
HIM 501	Heath Care Informatics	3 credits
CSC 507	Data Analysis	3 credits
NUR 608	Health Care Systems Seminar	3 credits
NUR 610	Nursing Administration Seminar	3 credits
NUR 611	Nursing Administration Internship	3 credits
HRM 518	Human Resource Management	3 credits
NUR 522	Financial Management for Nurses	3 credits
NUR 524	Program Planning and Development	2 credits
NUR 526	Legal and Regulatory Issues in Health Care	3 credits
NUR 560	Nursing Research Methods	3 credits
MGT 607	Organizational and Management Theory	3 credits
NUR 624	Grant Proposal Seminar	3 credits
NUR 627	Culminating Seminar for Nurse Administrators	2 credits

Special Program Notes

- Regardless of overall GPA, students can apply only two "C" grades in courses taken towards the degree.
- All students must have a GPA of 3.0 or higher to graduate.
- Graduate students may repeat a graduate nursing course only once.
- Students may transfer up to twelve credit hours, if applicable, from another graduate program.
- Students must maintain continuous registration, equal to or greater than one credit while completing degree requirements. MS Nursing students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Advanced Certificate in Nursing Administration

The Department of Nursing & Health Professions is authorized by the New York State Education Department to offer a post-master's Advanced Certificate in Nursing Administration. The program is intended for graduates of the nurse practitioner and nursing education programs and other specialty nurses who hold a variety of graduate degrees in nursing. It is for those who seek additional skills and knowledge in leadership and management for enhancement or advancement in their expanded roles.

Successful completion of the Advanced Certificate in Nursing Administration would enable eligible students to sit for the American Nurses Credentialing Center's Nursing Administration National Board Certification Exam.

Admission requirements for the post-master's certificate program is the same as for the MS program except applicants must have a minimum 3.2 grade point average (on a 4.0 scale) for all graduate level work completed.

The Advanced Certificate in Nursing Administration consists of **26 credit hours** distributed as follows:

MGT 607	Organizational and Management Theory	3 credits
NUR 522	Financial Management for Nurses	3 credits
NUR 526	Legal/Regulatory Issues	3 credits
HRM 518	Human Resource Management	3 credits
NUR 524	Program Planning and Development	2 credits
NUR 608	Health Care Systems Seminar	3 credits
NUR 610	Nursing Administration Seminar	3 credits
NUR 611	Nursing Administration Internship	3 credits
Elective	Graduate Elective	3 credits

For updated information about the estimated cost to complete this program and other important information please visit the SUNYIT website at www.sunyit.edu/nursing.certs_nurse_admin.

MS in Nursing with a Major in Nursing Education
Offered Online
Optional on-campus classes available for select courses

The Master of Science in Nursing Education program promotes the core application of theory, research, and health care policy to the role of the nurse educator within the academic and in-service settings. The program includes cognate courses in areas of grant proposal, measurement and assessment, and legal issues. To complement the core and cognate courses there are specialty courses in curriculum development, instructional designs, and evaluation approaches. The culmination of these courses will be applied within the 300 hour internship experience whereby students will have opportunities to design, implement, and evaluate their own teaching practicum under the supervision of a nurse educator mentor.

Current and future projections identify the shortage of nursing faculty as an area most critical to the future preparation of nurses and the nursing profession. Surveys emphasize the growing crisis of the faculty shortage will adversely impact the enrollment of students entering nursing programs. This shortage is attributed to factors such as: average age of current nursing faculty both nationally and statewide is mid to late 50's; increased numbers of retirements with marked numbers over the next 5 to 10 years; and the lack of qualified nurses to replace aging faculty since less than 1% of all nurses hold a doctoral degree. Additionally, there are few graduate programs in nursing education in the central and upstate region of New York State.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program in two years; part-time completion typically takes four years.

Degree Requirements
Pre-Requisite Undergraduate Courses
Statistics
Health Assessment

Program Requirements
The MS in Nursing with a major in Nursing Education consists of **36 credit hours** distributed as follows:

NUR 500	Theoretical Foundations for Nursing	3 credits
NUR 503	Advanced Nursing, Health Policy, & the Health Systems	3 credits
NUR 526	Legal and Regulatory Issues in Health Care	3 credits
NUR 535	Curriculum Development in Nursing Education	3 credits
NUR 536	Measurement and Assessment	3 credits
NUR 545	Instructional Methodologies & Design in Nursing Education	3credits
NUR 560	Nursing Research Methods	3 credits
NUR 624	Grant Proposal	3 credits
NUR 635	Evaluation Approaches in Nursing Education	3 credits
NUR 645	Culminating Internship in Nursing Education	3 credits
Electives	Graduate Electives	6 credits

Special Program Notes

- Regardless of overall GPA, students can apply only two "C" grades in courses taken towards the degree.

- All students must have a GPA of 3.0 or higher to graduate.

- Graduate students may repeat a graduate nursing course only once.

- Students may transfer up to nine credit hours, if applicable, from another graduate program.

- Students must maintain continuous registration, equal to or greater than one credit while completing degree requirements. MS Nursing students can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Advanced Certificate in Nursing Education

The Department of Nursing & Health Professions is authorized by the New York State Education Department to offer a post-master's Advanced Certificate in Nursing Education. The program focuses on the specialty courses in curriculum development, instructional designs, and evaluation approaches with the addition of the cognate courses: grant proposal and measurement and assessment. The curriculum includes the application of the nursing education specialty courses within the culminating 300 hour internship experience under the supervision of a nurse educator mentor.

Admission requirements for the post-master's certificate program is the same as for the MS program except applicants must have a minimum 3.2 grade point average (on a 4.0 scale) for all graduate level work completed.

The Advanced Certificate in Nursing Education consists of **18 credit hours** distributed as follows:

NUR 536	Measurement and Assessment	3 credits
NUR 535	Curriculum Development in Nursing Education	3 credits
NUR 545	Instructional Methodologies & Design in Nursing Education	3 credits
NUR 624	Grant Proposal	3 credits
NUR 635	Evaluation Approaches in Nursing Education	3 credits
NUR 645	Culminating Internship in Nursing Education	3 credits

For updated information about the estimated cost to complete this program and other important information please visit the SUNYIT website at www.sunyit.edu/nursing.certs_nursinged.

Faculty

Esther Bankert Ph.D., R.N.
Dean and Provost Emeritus
Ph.D. University of Albany
Moral reasoning, caring and learning environments

Carolyn Christie-McAuliffe Ph.D., FNP
Assistant Professor
Ph.D. Binghamton University
Cancer prevention, integrative oncology, moral reasoning

Louise Dean-Kelly DNS, FNP-BC
Associate Professor
D.N.S. State University of New York at Buffalo
Health beliefs, international and underserved populations

Darlene Del Prato Ph.D., R.N.
Associate Professor and Department Chair
Ph.D. Syracuse University
Learning environments, academic incivility, caring, mentoring

Patricia Grust MSN, R.N., CLNC
Instructor and Coordinator, Nursing Education program
Doctoral student, Capella University
Academic incivility, elder abuse, retention, mentorship

Jennifer Klimek-Yingling Ph.D.(c), R.N., FNP-BC, ANP-BC
Instructor
Ph.D. (c), Rutgers State University of New Jersey
Horizontal violence, breast cancer survivorship

Karen McCrea DNP, FNP-BC
Instructor and Coordinator, Nurse Practitioner program
DNP Frontier School of Midwifery and Family Nursing
Underserved populations, Amish, patient/family advocate

Francia Reed M.S., R.N., FNP-C
Instructor
Doctoral student, University of Albany
Motivation

Maria Roche-Dean M.S., R.N.
Instructor
Doctoral Student, University of Colorado, Denver
Health policy, Alzheimers in ESL populations

Mary Lou Wranesh Cook Ph.D., R.N.
Professor Emeritus
Ph.D. State University of New York at Albany
The State University Chancellor's Award for Excellence in Teaching, 2006
Family care giving, wellness promotion in rural populations

Master of Science in Telecommunications

Offered On Campus Only

Overview

The MS in Telecommunications is designed to accommodate those individuals with an appropriate baccalaureate degree who seek graduate level education in Telecommunications and Information Technology (IT). The curriculum investigates critical areas of advanced data communications and telecommunications network technologies, including both technical and management perspectives. Technical coursework includes advanced study of LAN, MAN and WAN networks, internetworking, wireless cellular networks, wireless LANs, technologies enabling convergence of voice and data, and high capacity core networks. Common themes through these studies include information assurance and network design and simulation.

The MS in Telecommunications program is designed to meet the needs of students seeking quality education and preparation for career advancement in this dynamic one-trillion-dollar-per-year global industry.

The MS program accommodates both full-time and part-time students. Full-time students can complete the program within an 18 month period. Part-time completion will vary based on total number of credits taken each term. A program of study will be developed with the program coordinator which responds to student needs and the department's plan for course scheduling.

Career Paths

This dynamic field offers a wide variety of career opportunities in the Information Technology (IT) industry. The subfield of Information Assurance is rapidly becoming one of the most sought-after specialties in the information sciences. Our graduates go on to rewarding careers in the field with titles such as Network Engineer, Network Administrator, Optical Network Engineer, Software Engineer, NOC Technician, Systems Engineer, Infrastructure Engineer, and Technical Consultant. Some of the companies that recent graduates have joined include AT&T, Aruba Networks, BT Global Services, BuffaloNiagara, Cisco, Cloud Solutions, Omnicell, Comcast, Datacom Systems, Harris Corporation, iBasis, IBM, Microsoft, mindShift Technologies, Northland Communications, Northrop Grumman, Scivantage, T-Mobile, Nokia Siemens, United Technologies, Vonage, and ZTE.

Lab Facilities

Six computing and networking labs support the programs in Telecommunications and Computer Science. These labs include Windows machines, UNIX machines, and networking equipment for student use. Multiple file servers enable central data storage that is accessible both on and off campus. These labs are maintained by full time staff with the assistance of student administrators.

Admission Guidelines

To be considered for admission, all applicants to the MS Telecommunications program must possess a baccalaureate degree with an upper division major in telecommunications, engineering, engineering technology, computer science, photonics, business or a related area from an accredited college or university. Applicants must generally have an average of B or better (a GPA of 3.0 on a 4.0 scale).

A GRE General Test score of at least 1100 over the quantitative and verbal reasoning portions of the exam is required for consideration. International students requiring the TOEFL or IELTS must score at least 680 on the quantitative portion of the GRE. Refer to page 5 for information on minimum TOEFL or IELTS scores.

For applicants taking the GRE Revised General Test after August 1, 2011, scores presented must fall within approximately the same GRE percentile performance as those who took the exam prior to August 1, 2011. International applicants will require a quantitative score in at least the 66th percentile.

Applicants not meeting the above admission criteria will be considered on an individual basis.

Applicants with deficiencies in math, computer science/information systems, business or telecommunications may be required to take appropriate pre-requisite coursework beyond the 33 graduate credit hours required for the MS program. Required pre-requisite coursework will be identified at the time of admission and will be built into the student's plan of study.

Application Materials Checklist

- Application for Graduate Admission
- $60 application fee
- Official transcripts from colleges previously attended
- Official GRE score report *
- One letter of reference
- Educational objective statement
- Résumé

* The SUNYIT code for GRE score reporting is 2896

The Application for Graduate Admission and all required forms are available at:
www.sunyit.edu/graduate_center/apply_now

Submit all graduate application materials to:

SUNYIT Graduate Center
100 Seymour Road
Utica, NY 13502

Degree Requirements

Pre-Requisite Undergraduate Courses
Calculus I or equivalent
Applied Statistical Analysis or equivalent

The need for completion of pre-requisite undergraduate coursework is determined in consultation with the Graduate Center and the program coordinator.

Program Requirements

The M.S. in Telecommunications consists of 33 credit hours distributed as follows:

Research Core Courses...**6 credit hours**
Technical Core Courses.....................................**15 credit hours**
Elective Courses..**6-9 credit hours**
Culminating Requirement Option....................**3-6 credit hours**
Total: 33 credit hours

Research Core Courses (6 credit hours)

CSC 507	Data Analysis OR MGS 511	Management Science
TEL 598	Telecom Research Methods	

Technical Core Courses (15 credit hours)

TEL 500	Voice Communications
TEL 502	Data Communications
TEL 550	Advanced Network Standards and Protocols
TEL 560	Advanced Wireless Communications
TEL 581	Survey of Information Assurance

Elective Courses (6-9 credit hours)

Complete 2-3 courses from the following:

TEL 501	International Telecommunications Policy & Trade
TEL 505	Network Design and Simulation
TEL 520	Telecommunications Systems Analysis & Project Management
TEL 527	Telecommunication Optical Networks
TEL 530	International Law and Policy
TEL 540	Integration of Telecom & Computer Systems
TEL 585	Telecommunications Electronic Commerce
TEL 590	Selected Topics in Advanced Telecommunications*
TEL 594	Graduate Internship

Students may take additional sections of TEL 590, as long as the topics covered are not the same.

Culminating Requirement Option (3-6 credit hours)

TEL 597	Research Project (3 credits)
	OR
TEL 599	Thesis Research (6 credits)

Students may choose either the project or thesis option for the culminating requirement. The project option is for students who want to complete a practical programming or simulation project, or produce a Technology Case Study (TCS) that describes in detail the state-of-the-art of the technology, market, and future prospects for some cutting-edge topic in the field. The thesis option is for students wishing to pursue original research and requires students to demonstrate appropriate independent research and written communication skills in TEL 598.

Special Program Notes

- All students in the program are required to complete TEL 598 within their first two semesters of study.
- Students who satisfy these degree requirements advance to candidacy after their first two semesters of study.
- Unless otherwise noted, all graduate courses are 3 credit hours.
- All students must have a GPA of 3.0 or higher to graduate
- Over the course of their studies, students can only apply two "C" grades in courses taken toward the degree.
- Students may transfer up to six credit hours, if applicable, from another graduate program.
- Students may repeat at most two courses in which a "C" grade or less was received.
- Students must maintain continuous registration, equal to or greater than one credit while working on their final thesis or project. MS Telecommunications students

completing a thesis can do this by registering for TEL 599 - Thesis for one credit. Students completing a project can do this by registering for CMT 600 - Continuous Registration. This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

Faculty

Bruno Andriamanalimanana
Associate Professor
Ph.D. Lehigh University
Combinatorics, coding theory, cryptography

Roger Cavallo
Professor
Ph.D. State University of New York at Binghamton
Ernest W. Goodell Research and Creativity Award, 1990
Systems theory, conceptual modeling, probabilistic database theory

John A. Marsh
Associate Professor and Department Chair
Ph.D. Carnegie Mellon University
Computer networks, wireless network security, complexity theory, integrated optics

Rosemary Mullick
Professor
Ph.D. Wayne State University
Operating systems, computer networks, artificial intelligence, instructional computing

Jorge Novillo
Professor
Ph.D. Lehigh University
Combinatorics, data security, bio-computing, artificial intelligence

Michael Pittarelli
Professor
Ph.D. State University of New York at Binghamton
Ernest W. Goodell Research and Creativity Award, 1992
Systems science, artificial intelligence, combinatorial search, database theory

Ronald Sarner
Distinguished Service Professor
Ph.D. State University of New York at Binghamton
Chancellor's Award for Excellence in Teaching, 1992
Data modeling, data mining, instructional computing

Saumendra Sengupta
Professor
Ph.D. University of Waterloo
Systems modeling, computer networks, system forensics, distributed systems, operating systems

Scott Spetka
Professor
Ph.D. UCLA
Distributed databases, operating systems, system administration

Geethapriya Thamilarasu
Assistant Professor
Ph.D. State University of New York at Buffalo
Networking, wireless security, secure key distribution and management in wireless sensor networks, remote patient monitoring using body area sensor networks, security in vehicular networks

Xiaojiang (Henry) Wu
Assistant Professor
Ph.D. Oklahoma State University
Video and multimedia networking, networking protocols, network security; communications network architecture, embedded system design, fuzzy logic application

Accounting

ACC 520 Accounting for Managers (3)
The objective of this course is to familiarize students with the basic principles of short-term financial planning. Topics coverage shall include (1) trends flow statement development and analysis, on both cash and working capital bases, (2) common size analysis, (3) index analysis, (4) cash budgeting, (5) working capital management, (6) pro forma statement development and analysis, and (7) general forecasting methodologies (including subjective, historical, and causal techniques).

ACC 571 Advanced Management Accounting (3)
Students will learn techniques for budgeting, cost-volume-profit analysis, segment evaluation and analyzing operating constraints. They will research and develop solutions to various advanced management accounting problems through case studies and problems from the CMA Exam. Finally, the students will present their analysis and recommendations. Prerequisite: ACC 370 or ACC 520 or equivalent.

ACC 585 Financial Statement Analysis and Reporting (3)
Investigates business objectives through financial analysis, cash budgeting, and ratio analysis. Additional topics may include capital budgeting, utility analysis, basic portfolio concepts, the capital asset pricing model, and the study of efficient markets. Long-term financing strategies of the corporation, including the theory of valuation for corporate securities, capital structure theory, dividend policy, and analysis of overall cost of capital to the corporation. Prerequisite: ACC 201 or ACC 520 or equivalent.

ACC 591 Independent Study (3)
Extensive study and research on a particular topic of student interest under the supervision of a faculty member. The student is required to submit a written proposal which includes a description of the project, its duration, educational goals, method of evaluation and number of credits to be earned.

ACC 595 Internship (3)
Internship placements provide students with a field experience related to their academic preparation enabling them to apply classroom instruction to the work site. Students are placed with an organization related to their major and specific area of interest to work along with, and be proctored by, experienced professionals. These are opportunities that cannot be duplicated in the classroom environment and provide an excellent transition into the field.

ACC 611 Advanced Income Tax Research (3)
Focus on the study of federal tax legislation and IRS regulation of corporations, partnerships, estates and trusts. Special attention is given to capital gains and losses, normal tax and surtax, income and deductions for domestic, international, and multinational corporations. Tax research will be conducted through the analysis of IRS rulings on court cases. Prerequisite: ACC 310 or equivalent.

ACC 630 Fund Accounting (3)
Accounting principles and procedures as applied to not-for-profit entities are covered. In addition, the accounting standards and reporting requirements that relate to not-for-profit entities will be reviewed and analyzed. Prerequisite: ACC 475 or equivalent.

ACC 650 Advanced Auditing Theory (3)
Advanced review of auditing standards and techniques, computerized auditing systems, SEC regulations, legal liability, and professional ethical standards. Prerequisite: ACC 450 or equivalent.

ACC 685 Advanced Financial Accounting Theory (3)
An examination and analysis of Generally Accepted Accounting Principles (GAAP). The course reviews Financial Accounting Standards (FAS) in detail and includes a critical review of the research that is at the theoretical foundations of GAAP. In addition, the process by which the Financial Accounting Standards Board promulgates new FAS will also be analyzed. Prerequisite: ACC 475 or equivalent.

Advanced Technology

MST 502 Engineering Economy (3)
Study of the application of technical and economic analysis, with the goal of deciding which course of action best meets technical performance criteria and uses scarce capital in a prudent manner. Applied software technology will be used to analyze the economy of new product designs, structures, systems, qualities, reliabilities, and services. Prerequisite: College Algebra.

MST 503 Recent Advances in Technology (3)
This course will analyze current and future trends and original research advances in the two concentration areas of the MSAT program. The course will include seminars, invited lectures and visits. It will be taught by a team of instructors.

MST 510 Engineering and Society (3)
The interaction between engineering and society has had many unexpected results. Students will learn how the major engineering systems have impacted society and how society changed the final design of the engineering systems. The course will look at both intended and unintended consequences of the final engineering design.

MST 515 Transportation Terminal Design (3)
Transportation terminal design requires that engineers look at the interactions between passengers, freight and the transportation systems that they use. The design of terminals is a key component of a transportation system. Terminals are designed to provide security, storage, and access to different modes of transportation. The course will focus on airports, rail stations and truck terminals.

MST 520 Network Technology for Multimedia Systems (3)
The course deals with the study of networking for automated manufacturing, medical and commercial systems. Protocols, configurations, topologies, such as broadband cable and for dynamic networks are discussed. Use of optical networks for interactive video, wireless networks and virtual reality for industrial usage will also be introduced.

MST 525 Issues in Transportation (3)
Examines issues affecting the transportation industry. Issues include toll roads, security, congestion management, Intelligent Transportation Systems and telecommuting and issues of interest to the class. Discussions focus on the methods involved and the societal impacts due to changing the current transportation system. Pre/Corequisites: MST 510 or permission of the instructor.

MST 535 Advanced Traffic Engineering (3)
Advanced course in traffic operations analysis. Topics include traffic flow theory, signalized control theory, interchange analysis, and small and large network analysis using simulation. Prerequisite: CTC 340 or equivalent.

MST 540 HVAC System Design (3)
HVAC system design, Comfort Design/Product Categories, Psychrometric Theory, Applied Psychrometrics, Mechanical refrigeration, Load Estimating, Design Project. Prerequisites: An undergraduate degree in Mechanical Engineering Technology / Engineering or consent of instructor.

MST 545 Alternative Fuel Vehicles (3)
Current and future fuel vehicle technologies will be presented and evaluated. The class will exam each alternative fuel's associated environmental and economic challenges.

MST 550 Constant Volume System Design (3)
Constant Volume Packaged and Split System Design, Concepts of Exposure Zoning, Occupancy Zoning and Zoning with Unzoned Systems, Outdoor Air Analysis, Packaged Equipment Familiarization and Selection, Room Air Distribution, Duct Design, Direct Digital Control (DDC) Systems, Packaged Split Systems, Refrigerant Piping Design, Design Project. Prerequisites: An undergraduate degree in Mechanical Engineering Technology/Engineering or consent of instructor.

MST 560 Variable Volume/Temperature (VVT) and Variable Air Volume (VAV) System Design (3)
Variable Volume/Temperature (VVT) and Direct Expansion Variable Air Volume (VAV) System Design, Product Recognition, Applied HVAC Acoustics, Zoning and Central Equipment, VVT Air Terminal Design, VAV Air Terminal Design, Direct Expansion (DX) Coils/Air Handlers Familiarization, Split System Selection/DX Piping Design, VAV Fan Performance and Control Systems, Design Project. Prerequisites: An undergraduate degree in Mechanical Engineering Technology/Engineering or consent of instructor.

MST 565 Sustainable Energy for Sustainable Development (3)
An overview of sustainable energy as a basis for sustainable development. Topics include: energy resource evaluation, types of energy, economic and physical demand for energy, resource utilization (land, water, and other fixed assets), technical performance including implications of the second

COURSE DESCRIPTIONS

law of thermodynamics, regional and global effects of energy production, role of economic evaluation in energy projects, sustainability metrics, future resources including geothermal, biomass, solar thermal & solar electric, wind and hydropower. Prerequisites: Permission of instructor.

MST 570 Design and Analysis of Experiments (3)
The use of experiment design early in the product cycle can substantially reduce development lead time and cost, leading to processes and products that perform better in the field and have higher reliability than those developed by using other approaches. Students will learn principles as well as implementation of experimental design in developing products and manufacturing processes that are robust to environment factors and other sources of variability.

MST 571 Applied Water System Design (3)
Applied Water System design, Water Coils, Fan Coil/Air Handling Units, Control Valves, Piping System Layout, Water Pipe Sizing, Chiller Systems/Selection, Water Pumps, Cooling Towers, Design Project. Prerequisites: An undergraduate degree in Mechanical Engineering Technology/Engineering or consent of instructor.

MST 576 Mechanical Design with ALGOR & ProE (3)
In-depth study of Finite Element Theory and its application. Emphasis will be given to discretization, modeling and interpretation of results. Software packages such as ALGOR and ProE will be extensively used. Two hours of lecture and two hours of laboratory per week. Prerequisites: MST 500, MAT 322 or equivalent.

MST 580/CSC 580 Computer and Robotic Vision (3)
Two and three dimensional systems, image formation, sensor devices, illumination, processing of images, feature extraction & recognition, robotics inspection, actor devices.

MST 598 Industrial Instrumentation & Signal Processing (3)
In-depth study of instruments and methods for measuring phenomena such as temperature, pressure, speed, and acceleration, with an emphasis on industrial applications. Topics include the generation of signals by electro-mechanical transducers, computer-based data acquisition and storage, and processing of electrical signals using techniques such as amplification, conditioning, filtering, and analog-to-digital conversion.

MST 622 Intelligent Control Systems (3)
First, the traditional control techniques are introduced and contrasted with intelligent control. Fuzzy logic then, is introduced as one of the methods for representing and processing information. Advantages of fuzzy logic over other techniques are pointed out, while indicating some limitations as well.

MST 640 Dynamics of Rigid Body (3)
In depth study of planar kinematics and kinetics of Rigid Body. Topics include translation, rotation principle of work and energy, impulse angular momentum, and gyroscope motion. Prerequisite: MTC 430 or Calculus Based Dynamics Course.

MST 673 System Simulation (3)
The course addresses the following topics: Overview of computer modeling and simulation, systems and models, queuing theory, simulation of discrete and continuous systems, simulation software packages.

MST 680 Reliability and Quality Assurance (3)
This course is a study of applications of reliability-maintainability models, reliability testing and analysis, and quality engineering-design, process, control and quality transformation. Prerequisite: Statistics, Statistical Quality Control or equivalent or consent of instructor.

MST 682 Topics in Computer Integrated Manufacturing (CIM) (3)
An overview of the components of CIM Enterprise, System Design, Material Handling, Materials Requirement Planning (MRP), Manufacturing Resource Planning (MRPII), Manufacturing Database and Management, Expert Systems for Manufacturing. Two hours of lecture and two hours of laboratory per week. Prerequisites: An undergraduate course in CAD or CAM or CIM, or consent of instructor.

MST 690 Project (1 to 6)
The course deals with the design or in depth analytical or experimental study of a topic chosen from the area of advanced technology. Oral examination and formal, bound report is required. Project will be conducted under the guidance of appropriate faculty. It will be assigned on the basis of faculty interest and preparation of the students. Students may sign up for 1 to 6 credits per semester. Grades will not be assigned until 6 credits of the project are completed. Prerequisite: Graduate status.

Anthropology

ANT 531 Methods of Research: Ethnographic Data Collection and Analysis (3)
Examines the epistemological presumptions and methodological strictures of field work/participant observation in the anthropological tradition. Compares this to Positivist and Postmodernist approaches. Trains students to use ethnographic methods and compares them with other qualitative methods informed by this perspective (i.e. in-depth interviews and content analysis) in applied research and practice settings. Evaluates a range of contemporary appropriations of the ethnographic gaze from information systems development to evaluation. Cross listed with ANT 460.

Applied Sociology

SOC 500 Designing Interventions (3)
Investigates the relationship between an understanding of a problem and the development of a specific program/intervention. Techniques addressed include goal and objective formation, and the integration of the intervention into the organizational setting. Examines existing programs/interventions as to their conceptual basis and analytical approach.

SOC 510 Social Paradigms and Interventions (3)
Explores the strengths and weaknesses of the paradigms (interrelated epistemological, theoretical, and methodological ideas) that shape sociological practice. Emphasizes classic and contemporary paradigms rooted in empiricism, materialism, and subjective idealism. Encourages students to pursue integrative approaches to the formulation, execution, and evaluation of interventions.

SOC 521 Crime and Social Policy (3)
Examines and evaluates criminal justice policy in the United States from historical, structural, and cross-national perspectives. Reviews theory and research supporting fundamental reconceptualizations of crime and criminal justice. Systematically explores alternatives to existing policy.

SOC 532 Methods of Research: Survey and Experimental Design (3)
Places emphasis on positivist approaches to social research processes in applied settings. Applies hypothesis construction, research design, and data collection and data analysis to needs assessment and evaluation requirements of organizations. Utilizes the Statistical Packages for the Social Sciences (SPSS) to construct and analyze real world databases. Prerequisite: Undergraduate Statistics with a B- or better.

SOC 533 Methods of Research: Statistical Analysis (3)
Reviews causal logic and uses descriptive statistics, cross-tabulation and regression analysis, as well as other relevant inferential statistical techniques, to analyze social data with emphasis upon program outcome and evaluation data. Examines the significance of the requisite assumptions and interpretation of findings for specific statistical techniques. Relies on computer based analysis using SPSS. Prerequisite: SOC 532.

SOC 534 Methods of Research: Qualitative Research Techniques (3)
Explores qualitative research methods including in-depth interviewing, oral history, content analysis, historical research, narrative analysis, visual data, participant observation, case study research, and others within the context of community development. Reviews models and methods of participatory and collaborative research from fields including sociology, geography, planning, natural resources, anthropology, history, community and occupational health, and community, rural and urban development, among others.

SOC 574 Drug Epidemics (3)
Explores the conditions under which societal-wide drug epidemics (rapid rises in the use of psychoactive substances) occur. Examines in detail the current resurgence of drug use among youth that began among the youngest drug users in the early 1990s. Employs national trend data to determine onset conditions, the sociological characteristics of groups that led the epidemic, the pathways through which drug use expands in specific age groups, and the consequences of rising rates of drug use by the youngest users. Emphasizes empirically based identification of strategic points for societal intervention. Serves as an introduction to aggregate data analysis.

SOC 590 Selected Topics in Sociology (3)
Provides students with the opportunity to investigate selected sociological subject matter. Topics will typically illustrate the application of sociological and anthropological theory and research to social services or criminology. Students may receive credit in a future semester for different topic areas.

SOC 591 Independent Study in Sociology (3)
Provides an opportunity for students to go beyond the existing curriculum. Requires an application and the agreement of a faculty advisor. (Pending)

SOC 595 Practicum in Sociology (3)
Integrates academic and practical experience during one semester placement in an appropriate social service, criminal justice, or work-related community setting. Involves execution of a social practice project, negotiated among student, staff, and placement supervisor. This requirement is waived if the student has appropriate experience in a practice setting.

SOC 596 Proposal and Grant Writing Seminar (3)
Explores all aspects of the proposal process from the most basic questions about form and style to the task of seeking funding and support, or committee approval, to what to do after the proposal is approved or funded. In particular, the focus is on developing, designing, preparing, and presenting effective research proposals to university review committees and funding bodies.

SOC 597 Seminar in Applied Sociology (3)
Supports completion of a viable independent scholarly project. Students will work with an advisor to design, develop, conduct, and present an independent scholarly project for review and approval. A two-semester sequence allows students to develop their independent scholarly work from start to finish within a structured context. Students are required to take this two-semester course sequentially fall/spring and with instructor's permission. Grade of B or better required. At least 21 credit hours toward the degree including SOC 510, SOC 532, SOC 533 and a grade of B or higher in SOC 532.

SOC 598 Independent Project Supervision (1-3)
Supports completion of a viable project. Students must work with an advisor to develop an acceptable project proposal, to implement that proposal, and to evaluate its result. Students will be asked to maintain on-going enrollment in project supervision by signing up for one credit each semester. A maximum of 3 credits will count for degree credit.

SOC 599 Thesis (1-3)
Supports completion of a viable thesis. Students must work with an advisor to develop an acceptable thesis proposal, to implement the thesis proposal, and to evaluate its effectiveness. Students will be asked to maintain on-going enrollment in thesis supervision by signing up for at least one credit after the first semester of enrollment. A maximum of three credits count toward the degree.

Biology

BIO 570 Pathophysiology (3)
Identify the physiological basis of common and specific health and disease states encountered in primary care nursing practice and distinguish those processes that are ongoing in the human body that can be altered by interventions from those that cannot.

Business

**BLW 570 Business Law, Ethics, and
  Intellectual Property Rights (3)**
Designed to provide the student with the legal environment of business transactions including court structure and procedure, contracts, sales, commercial paper, secured financing, and property transactions. Covers the ethical aspects of business with particular emphasis to intellectual property (IP) rights as they relate to technology innovation and high technology environments. The IP issues which will be addressed include copyrights, patents, trademarks, software, domain names, licenses, royalties, and business processes.

BUS 505 Multinational Economics of Technology (3)
Managerial economics is the application of economic theory and methodology to decision-making problems encountered by public and private institutions in a multinational setting and within the framework of technology innovation. Emphasis is on the identification and selection of alternative means of obtaining given objectives as efficiently as possible. It is a special branch of economics bridging the gap between abstract theory and managerial practice. Areas of study will include managerial economics and economic theory, statistical and econometric applications, demand, supply, markets, costs, profits and government and business.

BUS 595 MBA Internship (3)
Internship placements provide students with a field experience related to their academic preparation enabling them to apply classroom instruction to the work site. Students are placed with an organization related to their major and specific area of interest to work along with, and be proctored by, experienced professionals. These are opportunities that cannot be duplicated in the classroom environment and provide an excellent transition into the field.

Computer/Information Science

CS 500 Discrete Structures (3)
Concepts of discrete mathematics relevant to computer science. Topics include logics and proofs, natural deduction, set theory, relational and algebraic structures on sets, Boolean matrices, graph theory, elementary enumerative combinatorics, and elementary formal grammars and automata theory, practice on computer of mathematical software systems. Prerequisite: None.

CS 502 Machine Structures (3)
Computer systems as a hierarchy of levels, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. Topics include digital logic, microprogramming, conventional machine and assembly language levels. Emphasis is given to those aspects of computer hardware that affect programming. Prerequisite: Permission of instructor.

CS 503 Data Structures (3)
Fundamental concepts of data structures and the algorithms that proceed from them. Topics include recursion, the underlying philosophy of object-oriented programming, fundamental data structures including stacks, queues, linked lists, hash tables, trees, and graphs. The basics of algorithmic analysis, and an introduction to the principles of language translation. Course programming assignments use Java and/or C++. Prerequisites: Permission of instructor.

CS 505 Object-oriented Programming (3)
Programs as collections of classes that define interacting objects. Topics include class definition, information hiding and encapsulation, inheritance, polymorphism, and late binding, exceptions, abstract classes, interfaces, generics, collections. Software reuse and collaboration. Introduction to UML and design patterns. Event-driven programming and graphical user interfaces, discrete-event simulation, multi-threading, sockets, web programming as sample applications. Prerequisite: Permission of instructor.

CSC 507 Data Analysis (3)
Selection and implementation of research strategies, including selection and application of proper statistical techniques using a personal computer as a research and decision-making tool. Students will attain proficiency in the use of a commercial statistical analysis package in the solution of quantitative research problems. Designed to support graduate programs in other schools.

CS 510 Programming Languages (3)
Principles for programming language organization, and techniques for language processor implementation. Topics include syntax structures, grammars, lexing and parsing techniques, semantic analysis, symbol tables, language translation and generation patterns, type systems, runtime environments, garbage collection, comparative review of major programming language paradigms, domain-specific languages, mathematics of formal language semantics. Prerequisite: CSC 500, CS 500, or permission of instructor.

**CS 511 Formal Methods in Software Construction
  and Verification (3)**
Fundamentals of formal software specification and verification, and principles of deductive verification of object-oriented software. Topics include predicate, modal, Hoare, dynamic logics for program specification, construction and verification, intractability of testing, specification property theorem proving, fundamentals of model checking, symbolic execution, software artifacts for specification and verification. Prerequisite: Knowledge of discrete structures is assumed.

CS 512 Software Engineering (3)
Principles, processes and tools for the rigorous construction of software. Topics include system engineering contexts, model-based paradigms, UML and SysML, agile approaches, requirement specifications, architectural design, detailed design, testing maintenance, patterns for analysis and design, configuration management, automated code generation, and compliance. Knowledge of discrete structures and data structures is assumed.

COURSE DESCRIPTIONS

CS 518　Topics in Software Engineering (3)
Topics will vary from offering to offering. In-depth development of topics reflecting current research interest of faculty. Prerequisite: as listed by instructor.

CS 520　Computer Architecture (3)
Core principles underlying current and future machines are discussed in quantitative terms and illustrated with current leading architectures. Review of instruction set architectures, pipelining and cache sequences. Issues of power, circuit costs, reliability and availability are introduced. Exploiting instruction-level parallelism in processors including superscalar execution, branch prediction, dynamic scheduling and relevant compiler enhancements are considered. Organization and performance of symmetric and distributed memory architectures: SIMD/MIMD systems, interconnection networks, synchronization and cache coherence. Knowledge of Machine Structures, Discrete Structures assumed.

CS 521　Operating Systems (3)
Exploration and discussion of major developments in operating systems technologies from analysis and modeling aspects covering both centralized and distributed architectures. Topics include: concurrency and interprocess communication, memory management issues, file systems and I/O, multimedia operating systems, multiprocessors, distributed systems, and research foci in operating systems area. Prerequisite: CS330, or its equivalent.

CS 522　Computer Networks (3)
Analysis, modeling and evaluation of computer networks with Internet as the infrastructure base. Topics include: layered models and protocol suites, unicast/multicast routing, network management, traffic measurement and analysis, mobile networking, router architecture, network-aware applications, content dissemination systems, network security and performance issues. Knowledge of discrete structures is assumed.

CS 523　Parallel Computing (3)
Techniques for programming parallel computers; trends in parallel and distributed computing; shared memory and message passing architectures; parallel algorithms design; synchronization; parallel algorithm performance analysis; interconnection network topologies; parallel computing languages. Prerequisite: Knowledge of machine structures and data structures is assumed.

CS 524　Distributed Systems (3)
This course concerns distributed multiprocessor systems in their fullest scope. It considers both the functional and analytical structures of specialized processors performing portions of the same task, nonspecialized processors with limited number of states sharing a common memory, and multicomputers geographically distributed but linked through a communications network. It provides a foundation to evaluate the economics and feasibility of distributed systems. Prerequisite: Knowledge of machine structures.

CS 528　Topics in Systems & Architecture (3)
Topics will vary from offering to offering. In-depth development of topics reflecting current research interest of faculty. Prerequisite: as listed by instructor.

CS 530　Algorithms & Complexity (3)
There are three questions asked of any algorithm: Is it correct? How fast is it? Can it be done better? A survey of the main techniques and methodologies for designing efficient algorithms as well as the class of problems which are currently considered intractable. Ways to cope with intractability are considered including approximation, randomized algorithms, and local search heuristics. Quantum computing and algorithms are introduced as well. Knowledge of discrete structures, data structures is assumed.

CS 531　Automata, Computability and Formal Languages (3)
The stress in this course is on formal models of computation and the development of students' skills in utilizing rigorous concepts and definitions in computing environments to analyze broad classes of problems situations. Classical concepts from theoretical computer science (such as state minimization, formal languages and their acceptors, and the theory of computable functions) will be reviewed and /or developed. Knowledge of discrete structures is assumed.

CS 532　Cryptography and Data Security (3)
Algorithms and protocols for confidentiality, integrity, authentication and non-repudiation of stored and transmitted data. Topics include classical cryptographic methods, streams and block ciphers, Shannon's entropy and perfect secrecy, cryptanalysis, substitution permutation and Feistel networks, the Data Encryption and Advance Encryption Standards, hash functions and data integrity, secret sharing schemes, public key cryptosystems

and infrastructure, digital signatures and authentication, elliptic curve cryptography, automata-theoretic and shift-register models of security systems, analog security systems. Knowledge of discrete structures and data structures required.

CS 538　Topics in Algorithms (3)
Topics will vary from semester to semester. In-depth development of topics reflecting current research interest of faculty. Sample of topics in the Algorithms & Theory area include: Algorithmic Game Theory, Computational Aspects of Evolution, Information Theory, Coding Theory, Randomized Algorithms, Combinatorial Optimization, Steganography and Digital Watermarking, Quantum Computing and Algorithms.

CS 540　Artificial Intelligence (3)
Models of knowledge and learning representation and techniques of intelligent problem solving. Topics include crisp and fuzzy rule-based and logic models, constraint satisfaction problems, probabilistic graphical models, state-based search, evolutionary population-based optimization, non-evolutionary population-based techniques, sampling-based methods, neural networks, supervised learning, unsupervised learning, reinforcement learning, planning, integrative general intelligence architectures. Knowledge of discrete structures is assumed.

CS 541　Database Systems (3)
Techniques and methodologies for the design and implementation of data-based information systems. Topics include database design, modeling and management, database query design and implementation languages, physical structures and algorithms for storage and access, data mining models, complex event processing, control of data access, security and integrity, compliance with laws and regulations for databases. Knowledge of discrete structures is assumed.

CS 542　Machine Learning (3)
Survey of basic concepts and techniques in machine learning. Topics include: supervised vs. unsupervised learning, classification and regression, neural networks, decision trees, kernel methods, lazy learners, ensemble learning, clustering methods, Bayesian classifiers, evolutionary learning, reinforcement learning and learning casual models. Knowledge of discrete and data structures assumed.

CS 543　Introduction to Systems Theory (3)
This course develops a conceptual basis and techniques for the study of systems and system properties useful in all areas of computer science. Some of the properties covered are: behavior, state, dynamics, organization, structure, hierarchy, feedback regulation and control, complexity, information, communication, and performance. The course also develops a number of examples and emphasizes the ability to use the abstract systems concepts to model and study information processing systems. Knowledge of discrete structures is assumed.

CS 548　Topics in Artificial Intelligence and Modeling (3)
Topics will vary from offering to offering. In-depth development of topics reflecting current research interests of faculty. Prerequisite: as listed by instructor.

CSC 580　Computer and Robotic Vision (3)
This course is designed to give the student an insight into the intrinsic image information and the internal model of vision systems. Classification of objects is performed by extracting linear curves and regions in images, using boundary information, texture analysis and 3D scene analysis. Geometric and relationship structures involving complex symbolic descriptions of image and world structures are studied and various applications are introduced. Cross-listed with MST 580.

CS 591　Independent Study (variable credit)

CS 598　Project (3)

CS 599　Thesis (1-6 credits)

CS 600　Colloquia in Computer Science (3)
Speakers from fields in computing and its applications present their current research activities and findings. Students are required to attend a designed number of colloquia each semester and to write reaction papers to those presentations in areas of their interest. May be taken repeatedly, but it does not count toward the 33 credit hour requirement for the M.S. degree.

Continuous Registration

CMT 600 Continuous Registration (1)
Maintaining continuous registration is a requirement for all graduate degrees. Students who have completed most course requirements but are finishing projects, capstone experiences, thesis or are satisfying Incomplete or In-Progress grades must register to maintain continuous matriculation. Course may be taken up to 6 semesters at which time it is expected that all program requirements will have been met. Credit is not used toward program completion requirements. Only S/U grades are awarded for this course.

Entrepreneurship

ENT 575 Innovation and Entrepreneurship (3)
This course provides a perspective strongly grounded in innovative thought along with a comprehensive introduction to the entrepreneur, entrepreneurship, and innovative activity. Because entrepreneurship emphasizes and values innovation, we focus on technological and creative entrepreneurial ventures that highlight the act of innovation and its communication. An emphasis is placed on the practical formation, understanding, communication and implementation of innovative ventures-laying the groundwork for the focus of all successive courses in the entrepreneurial series. Contemporary articles, case studies, progressive texts, and applied, real-life learning is emphasized when possible.

ENT 580 Regional Entrepreneurial Environments (3)
Emphasis on environments most relevant to doing entrepreneurial business in small business and the technological environment of the Mohawk Valley and beyond. We look at opportunities and networking in viable new high tech areas (e.g., emerging nanotechnology sector) as well as technical opportunities in traditional entrepreneurial business. Topics include business model identification, personal networking, competitive and cooperative business and industry analysis, professional network, and internal and external resource management. Prerequisites: ENT 575 with concurrency.

ENT 685 Advanced Entrepreneurial Planning (3)
This course provides the culminating experience for combining innovative thought with business, finance, and theoretical arguments with an aim toward practical corporate launch, project inception, or commercialization, This course builds upon and integrates knowledge and experience gained in lower level entrepreneurship courses. Contemporary articles, case studies, progressive texts, and applied entrepreneurship are used. Real-life, practical, and community-based learning is emphasized. Prerequisites: ENT 575, ENT 580, MKT 578.

Finance

FIN 525 Financial Management Problems (3)
Provides the student with in-depth experience with the subject of Business and Corporation Finance for their future development as practicing executives. Students solve cases and problems faced by financial managers in the real world, that focus on major financial decisions and such current issues as corporate governance, securities issuance, globalization, privatization, financial analysis and planning, capital budgeting, capital structure, cost of capital, valuation, dividend policy, short/long term financing, financial markets, firm performance, and corporate restructuring.

FIN 532 Investment Strategy (3)
Introduces current technological trends market microstructure, and strategies for investment management in the financial market. Topics include (1) stock/securities market structure, (2) risk-return tradeoffs on instruments, (3) auction, negotiation, online trading mechanisms, (4) mutual fund investments, (5) asset pricing and valuation theory, (6) security/industry/company analysis, (7) stock market/equity/technical/financial statement analysis, (8) capital market theory, and (9) combining stocks with other alternative investments, and (10) portfolio management. Prerequisite: FIN 525.

FIN 545 Fixed Income and Derivatives (3)
The course offers an integrating experience to understand and apply various theoretical models on interest rates and contingent claims on financial securities in both the finite and continuous time periods. The course analyzes valuation techniques for different fixed-income securities, annuities, asset/liability, mortgages, contingent cash flows and derivative securities (options, forwards, futures, swaps and other interest rate related exotic derivatives, etc). In addition, the course offers various techniques for portfolio immunization and matching duration, hedging and investment strategies especially with significant foreign exposures, and risk management, Overall, this course is all about applied finance and investment and targeted for advanced graduate students with strong mathematical background. This course prepares students to start careers in financial analysis and financial planning, investment banking, insurance industry, mutual funds, hedge funds, private equity funds, asset/liability and risk management, as well as for the Chartered Financial Analysts (CFA) examinations in fixed-income securities, portfolio management and quantitative analysis.

FIN 685 Seminar in Accounting & Finance (3)
An integrating experience to apply the varied skills and knowledge accumulated through the required course work to make the student competitive in capital markets. Special emphasis will be upon mastery of body of accounting and financial knowledge including significant current development on the economic and financial scene. Students acquire greater understanding of global capital markets, demonstrate the ability to use the tools and techniques of accounting and investment analysis in the valuation of assets, and provide a synthesis of all previous related course work. Prerequisites: ACC 520 and FIN 525.

Health Information Management

HIM 501 Health Care Informatics (3)
The theoretical basis of health care informatics and health information systems is presented and the use of technology to deliver health care is explored. Study of the impact of informatics on the socio-cultural environment of health care and the infrastructure to support health care informatics is a primary focus.

Health Services Management

HSM 500 Health Care Systems (3)
Health care delivery in the United States is a dynamic, evolving and extremely complex system comprised of myriad providers and payers. The system is further complicated by significant government involvement in both delivery and payment. It is also important for the health professional to understand the biostatistics that measure a population's health; and the utilization statistics that measure its use of health care. This course will address the multiple components of the health care delivery system, the rationale for its' patterns and practices and the basic statistics necessary to access and measure its utilization.

HSM 501 Health Policy (3)
Addresses several major health policy issues confronting public and private policy makers. It is multidisciplinary in its approach in that the analysis incorporates economic, managerial, financial, ethical, demographic, and political perspectives of health policy. Students select, analyze and resolve a public policy problem; lead discussions on policy problems in cases and determine how they will be 'policy competent' in their chosen field upon course completion.

HSM 505 Health Economics (3)
Uses an economic framework to examine major components of the health care system. Topics covered include the principles of microeconomics and regression analysis, the production of health, the demand for medical care (consumer behavior), the theory of health insurance, the market for physician services, and the market for hospital services. Students will complete a major research paper on a health economics-related topic.

HSM 509 Legal Issues in Health Care (3)
Exploration of legal issues that affect the operation of health care facilities. Topics covered include medical malpractice, licensure, staff privileges, federal/state regulatory mechanisms, health organization liability, risk management, decisions at the end of life and obligations to patients and the community. Preventative measures will be examined that minimize risks to health, safety, and the environment. A special emphasis will be on legal issues that improve operational performance and regulatory compliance.

HSM 510 Alternative Methods of Health Care Delivery (3)
Alternative Methods of Health Care Delivery provides a framework for understanding the meaning of the term "alternative health care delivery" and explores applicable methods from several health care arenas including the evolution of managed care, the expansion of alternative and complementary medicine modalities into mainstream medicine and the international health care scene. The course presents theories, principles and methods for investigating, evaluating and conducting business using the discussed methods of health care delivery. It is designed to introduce students as current and future health care administrators to the concepts and dynamics of alternative health care delivery methods as a basis for monitoring organizational, legislative and reimbursement changes – be it in acute care, long term care, physician practice management or some similar field. Prerequisite: HSM 500.

COURSE DESCRIPTIONS

HSM 522 Nursing Home Administration (3)
Aging of the United States population has expanded the need for long-term care services. This course will examine the nursing home as an integral part of the long-term continuum. This course is intended to provide the foundation necessary for students preparing for an internship and subsequent careers as nursing home administrator.

HSM 525 Health Care Marketing/Strategic Planning (3)
Decision-making, relative to facility planning and financial integrity, has become extremely complex in the health care field. Health care marketing is one of the tools available to the health professional that provides guidance and support to these efforts. This course will address many of the planning and marketing variables that should be addressed, as well as how to coordinate these activities. Prerequisites: HSM 500 and HSM 535.

HSM 531 Financial Management for Ambulatory Care Facilities (3)
A course designed to assist the health care executive understand various financial issues in dealing with managed care organizations. Specifically, the course will focus on financial reimbursement issues which executives must understand to provide strategic financial and operational direction to their organizations, risk shifting via capitation methodologies, risk contracting issues, and various cost accounting methodologies to adequately prepare for negotiating managed care contracts.

HSM 535 Financial Management for Health Care Organizations (3)
Students will acquire a working knowledge of cash flow projections, budgeting, cost accounting and control evaluation techniques for not-for-profit organizations. Case study analysis and presentations will be the primary instructional methods. Students will learn to use an electronic spreadsheet to assist in analyzing case studies. An extensive accounting case analysis problem involving a not-for-profit entity will be assigned. Students will be required to submit an in-depth written report, which will reflect this organization's financial viability. Prerequisites: HSM 500 and ACC 201 or its equivalent.

HSM 592 Special Topics in Health Services Management (1-3)
A study of a selected topic of interest to students interested in the field of health care administration, which will enhance the student's ability to work in the health care field. Topics may be repeated in future semesters or may change from semester to semester. Grading method will vary depending upon topic.

HSM 680 Research Methods for Health Services Administration (3)
Covers conceptualization of health services research, statistical modeling, sampling, techniques, research design, data collection, literature review, and ethical issues in health services research. Students will complete a research design proposal which addresses a health services research problem. Prerequisite: MGS 511 or MBA statistics course.

HSM 685 Health Services Administration Environments and Strategies (3)
Provides students with the theoretical framework and background to analyze the environment in which health care organizations operate and to determine how organizations in the health care sector develop and implement strategies to achieve short term and long term goals. Strategic management theory is used to integrate knowledge across functional areas of management. Students complete a major strategic management project for a health care organization in the community. Prerequisites: HSM 501 and HSM 525 and HSM 535; minimum cumulative GPA of 3.0; or permission of instructor. (Note: Students must obtain a grade of B or better in this course to be eligible to graduate. The course may be repeated once.)

HSM 692 Internship (Variable 3-9)
Internship placements provide students with a field experience related to their academic preparation enabling them to apply classroom instruction to the work site. Students are placed with an organization related to their major and specific area of interest to work along with, and be proctored by experienced professionals. These are opportunities that cannot be duplicated in the classroom environment and provide an excellent transition into the field. Prerequisite: Permission of Program Director.

HSM 699 Thesis in Health Services Administration (3)
The thesis option in health services administration requires that a student integrate knowledge and expertise developed in the specialized core curriculum.

Students will develop a paper that addresses a convincing research question in the health care field, and is supported with primary and/or secondary data. Topics might include improving the delivery health care services to a subgroup of the population, or advancing health services delivery in an organization or a geographic region. Prerequisite: permission of instructor and the completion of statistics and research methods coursework.

Human Resource Management

HRM 518 Human Resource Management (3)
Manage human resources more effectively improving analysis and planning. Focus on the development of state-of–the-art systems which support basic business objectives, as well as foster good working relations between employees and managers.

HRM 615 Labor Relations (3)
A complete understanding of the history and development of labor management relations is critical for managers in both union and non-union organizations. Places special emphasis on the behavioral and economic underpinnings which set the stage for labor management relations in today's work settings. The structure, process and institutional framework within which these relations occur are also studied. Prerequisite: HRM 518.

HRM 620 Compensation (3)
Often referred to as one of the most important elements of the work place environment, the subject of compensation is examined in this course across a broad spectrum. Current theories, models and concepts are presented and analyzed in an effort to provide the basis for development of an equitable and effective pay system. Key topics included are motivation theory, performance appraisal, legal bases for pay and internal and external pay equity. Prerequisite: HRM 518. Cross listed with MGT 320.

HRM 650 Human Resource Information Systems (3)
The need to integrate human resource management with the overall stream of strategic decisions and techniques demands the support of a current and responsive human resource information system. Although the course recognizes that human resource information systems can run the gamut from paper and pencil manual systems to the most sophisticated mainframe systems, the emphasis is on microcomputer applications to which the student will be able to relate based on the comprehensive course curriculum. Concepts developed in the course focus on bridging the needs of the most senior executives in an organization with those of the operating personnel manager. Prerequisite: HRM 518.

Information Design & Technology

IDT 501   Social Information Theory (3)
Examines the role of theory in effective communication and information design. Explores theoretical approaches and practices from several disciplines (communication, cognitive science, instructional design). Applies front-end analysis and information design strategies and practices. Students work on communication and design problems from instructional environments, business, or government, and present their findings orally, visually, and in writing.

IDT 503   Human Factors in Information Design (3)
Provides students with theoretical frameworks and background needed to analyze the relationship between computer environments and the people who use them. The factors that relate to the design and use of instructional media will be considered. Factors as diverse as ergonomics, software screen design, readability, usability, web testing, and user-centered and contextual analysis will be considered to optimize the effectiveness of information design and instructional media. Students will develop and build an interface designed to carry out a sequence of well-defined tasks based on user/system requirements and project methodology guidelines and research information.

IDT 505   Computing Environments (3)
An introduction to computer operating systems and computer networks for communication specialists. Contemporary operating systems will be examined including installation, the user interface, simple troubleshooting, networking and internetworking. Network design, architectures, administration, and support will be considered within the context of a variety of professional environments.

IDT 507   Information Technologies (3)
Assesses the development and social impact of information and communication technologies. Focuses on emerging technologies of the 21st century and the

convergence of traditional with new media. Examines the technical features and characteristics of information and communication technologies, and assesses the evidence for significant social impact associated with their diffusion.

IDT 518   Advanced New Media Theory and Digital Culture (3)
Studies the meaning of 'New Media' and its influence on culture. Through readings, discussions, analysis of cultural artifacts as well as a longer hands-on project, we will reveal the underlying ideas of our digital historical moment. As we analyze various modes of presentation, we will investigate the impact electronic media have had on society and explore its implications for activities such as online learning and education. Using a series of writings by pioneers in new media theory, we will place our current 21st century culture in a larger framework of established theoretical perspectives.

IDT 520   Gender and Technology (3)
Examines how gender and technology shape each other. Some topics include the history of technology, global inequalities related to technology and development, domestic worlds and public worlds, cultural constructions of gender, and gendered social relations on the Internet. The course will also include special emphasis on gender and information technology.

IDT 521   Global Communications (3)
An exploration of globalization and changing communication processes as they relate to information design and technology. Topics include economics, trade, human trafficking, technology, poverty, development, immigration, environment, and activism. The seminar will allow for opportunities to learn about global communication and practice cross-cultural and international communication skills. Students will also be analyzing key issues using current literature from a variety of fields.

IDT 522   Computer-Supported Cooperative Work (3)
"Computer-supported cooperative work" (CSCW) refers to communication or collaboration technologies and how such technologies mediate social activities including work. There is a strong focus on the social, ethical, psychological, and other organizational effects, and how these reflect back into technology design. This online seminar will focus on the CSCW field and currents trends in CSCW, and explore workplace interactions including those using electronic communication, conferencing, and collaborative project management tools. The course will cover cross-cultural ideas that affect collaboration and understanding in a globalized world, including those that relate to inequality across nations and peoples. Final projects will include a collaborative dimension involving the choice and use of collaborative work tools and analyzing their effectiveness and social implications.

IDT 523   Digital Narratives (3)
The theory and practice of creating digital narratives across a range of media is the main topic of this course. The focus will be on different applications of digital narratives that have emerged, and how these applications can be adapted to professional work in a variety of fields. Students will learn about developing a personal narrative and how it can be implemented with digital media. Effective digital design will be addressed. New tools and frameworks for storytelling with digital media will be presented.

IDT 524   Sphere Analysis (3)
Web Sphere Analysis is a set of emerging methods for assessing social, political and cultural relations between Web producers and users. The relationships—mediated by Web sites, texts and links—are examined mostly through qualitative techniques. The course will focus on the completion of a project including the identification of a websphere, archiving the websphere, analyzing it and writing about it. Other methods for studying and evaluating webpages and websites will be explored.

IDT 530   Research Methods for Information Design and Technology (3)
Explores a range of qualitative research methods that can be used for studying information design and technology topics, including in-depth interviewing, content analysis, focus groups, historical research, visual analysis, participant observation, case study research, and others. Reviews models and methods of research from fields including information studies, organizational behavior, anthropology, and sociology. Research methods and tools adapted for studying the Internet will be emphasized. Students will be exposed to a variety of options for use of qualitative and Quantitative methods for theses papers and projects.

IDT 531   Evaluating Information Technology (3)
Focuses on editing in the context of rhetorical theory, analyzing the strategies and purposes of editing for various documents and audiences. Emphasis falls on the editor as supervisor and manager who must understand the design and production process of complete documents. A major component of the course addresses the skills and issues of editing for on-line communication and publication. Cross listed with COM 310.

IDT 534   Information Design (3)
Explores the theoretical and practical use of graphics as a form of visual communication. Topics include visual perception and forms, design theory, chart and graph theory, relationships between formatted text and graphics, and color and design concepts. Students will apply theory to the design of visuals in communication.

IDT 535   Typographic Design and Communication (3)
Investigates typographic variables and methods of organization. Verbal, visual and vocal message-making is explored through the marriage of meaning and form. This facilitates the development of an aesthetic vocabulary combined with an increased sensitivity to language. Issues of hierarchy, readability, and syntax will be examined through a series of projects. The assignments range from realistic, client-based problems to highly abstract, heuristic exercises.

IDT 536   Graphic Design (3)
An advanced exploration of the theoretical and practical application of consumer, trade and public service graphic design. Students will study the contemporary history and evolution of advertising's use of graphics as a means of visual communication. Students will create at least seven promotional pieces with emphasis on presentation and professional work. An introduction to the theory of computer-based imaging and the exploration of a variety of hands-on techniques pertaining to design creation, manipulation, and construction. Students should have a general understanding of Adobe Photoshop, Adobe Illustrator, and Adobe In Design.

IDT 541   Instructional Design (3)
Students will learn about the fundamentals of instructional design, its variations and impact on learning outcomes. Several contemporary ID models will be examined. Students will ultimately adopt a personal approach to instructional design.

IDT 545   Information Technology and Organizational Change (3)
Examines the theoretical framework of change theory and research in various fields and issues facing individuals or institutions engaged in change. Students will discuss the elements of the change process, the roles of participants in the process and implications for change agents or agencies. Students will apply knowledge of diffusion and diffusion research to a planned, ongoing or past diffusion effort, preparing recommendations or post-mortem analysis of the process. Desirability and unintended consequences of innovations will also be discussed. Non-matriculated students need permission of dean to enroll.

IDT 551   Evaluating Technology (3)
Addresses issues that information technology professionals face in selecting technology (both hardware and software) to meet desired goals. Topics include technology classification, evaluation criteria and software and hardware considerations, including the Internet and intranets. Will examine how information is shaped and modified by the technologies that are selected.

IDT 553   Principles and Projects in New Media (3)
An advanced consideration of communication theory as it relates to visual language and the ways designers use and readers process such information. Analyzes the strengths and limits of various media and applies design principles applicable to each medium and to the integration of visuals with language and sound. Students analyze and evaluate selected readings and examples and use publishing techniques to design and produce new media products.

IDT 554   Advanced Web Development and Design (3)
Considers advanced aspects of web system design and development. Issues covered include server-site application development, client-side application development, and web graphics. The user-machine interaction will be considered with a focus on user interface design principles, guidelines and standards. The advantages and disadvantages of various graphical user interfaces and object-oriented user interfaces will be discussed.

IDT 555   Ethical and Legal Issues of the Information Age (3)
Analyzes ethical and legal issues related to information technologies. Examines the ways that technology challenges traditional ethical and legal concepts and raises old issues in new ways. Topics reflect recent patterns and developments,

COURSE DESCRIPTIONS

with particular emphasis on how technological developments shape, and are shaped by, the economic and political structure and organization of communication systems. Examines the role ethical and legal factors play in the day-to-day work of designers, producers and consumers using a series of contemporary issues as case studies.

IDT 585   Seminar in Emerging Information Technologies (3)
Takes an in-depth look at emerging technologies including but not limited to multimedia, distance learning, networking and the Internet. Reviews technical, social, economic and political factors associated with new and emerging information technologies. Examines trends in the development and diffusion of emerging information technologies. Explores, through practical application, use of emerging information technologies in educational settings.

IDT 590   Selected Topics in Information Design and Technology (3)
Provides students with the opportunity to investigate selected topics in information and design technology. Topics will typically illustrate the application of theory and research. Students may receive credit in a future semester for different topic areas.

IDT 591   Independent Study (1-3)

IDT 592   Internship (3)
Application of theory to real-life situations through placement in an appropriate work-related setting. Requires completion of assigned projects under the joint supervision of a faculty member and a professional supervisor. Prerequisite: Faculty will determine on a case-by-case basis if student is adequately prepared for an internship. The student will be required to make a proposal for an internship and IDT faculty will review each request.

IDT 599   Thesis/Project (3)

Management

MGT 607 Organizational and Management Theory (3)
Analyze major schools of management thought: traditional, behavioral, and contingency. Explore managerial roles, power styles, and conflict with respect to contemporary organizational systems through lecture, discussion, case analysis, and experiential exercises.

Management Information Systems

MIS 515   Management Information Systems (3)
Strategic uses of information that affect customers, markets, and products are becoming common today. Information is used to manage organizations, carry out strategy, control operations, and assist in decision-making. As a result, information is a resource with value equal to that of traditional assets such as inventory, capital, and human skills. In this course students will learn to manage and use information systems and technology. The MIS course provides concepts, methods, and techniques to identify an organization's information needs and to employ systems to meet these needs. The course introduces business students to topics such as information systems, database management, information technology, expert systems, and decision support systems. [Formally BUS 515]

Management Science

MGS 511 Quantitative Business Analysis (3)
This survey course addresses the study of the scientific method as applied to management decisions. The forepart of this course addresses the development of basic statistics up to hypothesis testing. Topics coverage also includes (1) bivariate regression analysis, (2) multiple regression analysis, (3) PERT and CPM, (4) linear programming (graphic method only), (5) decision making under uncertainty (including maxi-max, mini-max, and maxi-min techniques) and (6) the basic elements of forecasting (including the classical time series model).

Marketing

MKT 505 Marketing Management (3)
Emphasizes a managerial approach in marketing decision making in the modern technology environment. Topics in this course include the marketing mix, marketing problem solving through case analysis, marketing strategy concepts and tools, and development of a strategic marketing plan. Students learn these topics and many other relative subjects through teamwork and course projects.

MKT 510 Marketing Survey Design and Data Analysis (3)
Provide prospective managers with an understanding of marketing survey procedures and data analysis techniques. Various quantitative and strategic approaches in marketing are introduced and applied in case studies and problem solving. Topics of this course include: formulation of marketing survey design, comparison of survey designs, preparation of marketing data, quantitative techniques of marketing decision analysis, managerial aspects of coordinating survey projects, and the implementation of derived strategy. Prerequisite: MKT 505.

MKT 578 Marketing for Entrepreneurs (3)
The Entrepreneurial Marketing course focuses on the key marketing strategies relevant for new venture initiation in small and growing organizations. The special challenges and opportunities involved with developing marketing strategies, and the identification of entrepreneurial opportunities from emerging trends in marketing practice. Consistent with the entrepreneurship concentration mission, emphasis is placed upon quantitative and qualitative argumentation and communication that support entrepreneurial marketing's needs for innovative solutions. These frequently require inexpensive and innovative yet valid approaches to identifying customer needs and conducting marketing research along with the design of creative approaches to marketing communications. Prerequisites: MKT 505, ENT 575.

MKT 652 Sales Management (3)
Presents the techniques for delivery of effective selling in business-to-business situations and explores the components necessary to achieve effective management of the sales function. Included within this presentation is exploration of the sales function, the duties and necessary skill set for effective B2B selling, training, and selection decisions in sales management, the role of negotiation and forecasting in sales management, and ethical and legal issues confronted in the B2B sales environment. Prerequisite: MKT 505.

MKT 654 Services Marketing Management (3)
Introduces students to the challenges and innovative strategies that are ubiquitous to the marketing of services. Topics covered in this course include commonalities and differences between goods and services, the critical role of customer contact employees in service delivery, customer relationship management, the design and execution of the service delivery process, measurement and management of service outcomes, and the emerging roles of globalization and technology in service provision. Prerequisite: MKT 505.

Mathematics

MAT 500 Topics in Applied Mathematics (3)
This course will introduce students to several topics in the area of mathematical methods. Topics includes: complex numbers, determinants and matrices, ordinary differential equations, Fourier series, partial differentiation, multiple integrals and vector analysis. Prerequisite: Calculus II (MAT 122) or equivalent.

MAT 530 Number Theory and Its Applications (3)
Introductory course in Number Theory that will introduce students to the basic concepts as well as some modern applications. Topics include: prime numbers, Greatest Common Divisors, The Euclidean Algorithm, congruences, Fermat's Little Theorem, primality testing, etc. Applications of Number theory: cryptography, pseudorandom numbers, etc.
Prerequisites: MAT 380 or MAT 381 or MAT 413 or permission of instructor. Cross listed with MAT 430.

Nursing

NUR 500 Theoretical Foundations for Nursing Practice (3)
Historical influences that have impacted upon the development of nursing are explored. Theory-based nursing is emphasized as students discuss and critically reflect upon the relevance and significance of nursing as an art and science. Philosophical views of selected nurse theorists and their theories are critically examined for application to nursing practice, administration, and research. Nursing theory within the paradigm of people, health, nursing, environment, are applied to the practice of nursing and promotion of health, research, moral reasoning, and standards of professional nursing. Personal philosophies of nursing are explored and drawn from these theories as students critically reflect upon their personal values and transforming practice in the advanced practice role of professional nursing.

NUR 501 Health Policy (3)
Federal and state governments, as well as many health care organizations, engage in ongoing and significant decision-making which will determine the course of health care. The purpose of this course is to present the process, intent, and consequences of policy. Past, present, and potential policy decisions will be studied.

**NUR 503 Advanced Nursing, Health Policy,
and the Health System (3)**
Students learn to evaluate and integrate power, management, and leadership theories in the implementation of advanced nursing practice for culturally diverse communities, families, and individuals within the health care delivery system. Essential tools to facilitate the development of strategies to impact on health care policies and quality management are discussed. The historical and current role of the caring and learned profession of nursing is explored. Trends in the macrosystem are critically evaluated for their political and social impact on health care delivery systems and the environment. Political implications and the action of the advanced nurse as clinician, administrator, leader, manager, change agent, and consultant are analyzed and researched. The central focus is the development of advanced professional practice.

NUR 504A Advancing Leadership in Health Care (4)
Designed for the accelerated RN to BS/MS programs of study, students learn to evaluate and integrate power, management, and leadership theories in the implementation of advanced nursing practice for culturally diverse communities, families, and individuals within the microsystem of the healthcare institution and the macrosystem of health care delivery. Essential tools to facilitate the development of strategies to impact on health care policies and quality management are discussed. The historical and current role of the caring and learned profession of nursing is explored. System trends are critically evaluated for their political and social impact on health care delivery systems and the environment. Political implications and the action of the advanced nurse as clinician, administrator, leader, manager, change agent, and consultant are analyzed and researched. The central focus is the development of advanced professional practice. Prerequisites: Matriculated into the Accelerated BS/MS program; completion of 300 and 400 level nursing courses.

NUR 512 Integrative Therapies (3)
Concepts of holistic nursing and integrative medicine as they apply to self-care and to client populations are critically examined. Principles of integrative medicine will be presented in comparison to traditional or complementary medical care. Treatment modalities will be introduced within the context of psychoneuroimmunology and quality of evidence available to the practitioner. Complementary and alternative therapies (CAM) will be investigated within the framework of evidence-based practice and care along the full continuum of prevention.

NUR 513 Clinical Instruction and Evaluation (3)
This course examines the roles and functions of the clinical nurse educator. This course provides a practical approach to clinical nursing instruction, including the teaching/learning process with a focus on adult learning theory. Evidence-based teaching and evaluation methodologies and their application to the clinical experiences will be discussed, with emphasis on the process of educating a diverse nursing student body. Trends and issues that impact nursing and contemporary nursing education in clinical practice will be explored.

NUR 514 Health Assessment (2)
Complete health assessment is explored through seminar discussion and laboratory practice. Content focuses on the acquisition of assessment skills of the healthy and ill individual. Prerequisite: Undergraduate health assessment course; registered nurse. (Note: this course will act as a refresher course for those registered nurses whose undergraduate health assessment course was greater than five years ago.)

NUR 522 Financial Management for Nurses (3)
Utilizing basic principles of health care economics for fiscal management and budgeting, the nurse administration student examines budgets and budgeting, reimbursement and regulation, strategic planning and monitoring, forecasting and decision making, management information systems, and business plans. Utilization of these principles are then applied to the development of patient service financial plan and/or budget. Pre/Co-Requisites: Microsoft Excel.

NUR 524 Program Planning and Development (2)
Program planning provides a concise, practical approach to planning, managing, and evaluating health programs within an acute or community based health care delivery system. A variety of theoretical and health system models are applied to program planning. The program planning process is presented with illustrations of how this process provides fiscally sound, sustainable change in a variety of practice environments.

NUR 526 Legal and Regulatory Issues in Health Care (3)
Legal/regulatory issues that impact the advanced professional practice of nursing administration are examined. The student explores the origins of law and the judicial system to appreciate the various legal aspects of the health care delivery system, including state codes, nurse practice acts, licensure, disciplinary bodies, civil liability, malpractice, and other relevant areas, such as ethical codes and standards of practice on nursing and health care.

NUR 531 Family Theory (2)
Family theories are explored using research from a multidisciplinary and culturally diverse approach. A variety of assessment techniques and instruments are introduced and applied to identify family health status, risks, and problems. It provides a theoretical foundation in assessment and planning for family intervention.

NUR 532 Educational Leadership (3)
The advance practice roles of the nursing education leader are explored. Collaboration, research, leadership, change, and professionalism are emphasized as they relate to nursing education and preparing nurse leaders for the 21st century. The influences of changing social conditions, cultural and moral issues, and educational trends are explored and applied to current and future programs in nursing. The significance of faculty development and public service are also of special foci.

NUR 534 Nurse Educator Role (3)
The nurse educator of the 21st century requires expertise in planning, delivering, and evaluating the outcomes of learning experiences. Learners will explore the roles and responsibilities of nurse educators within academia and institutional settings. The historical role of the nurse educator will be investigated. Key legal and ethical standards that affect the teaching/learning environment and relationships will be examined. Learning theories, styles, and techniques appropriate to adult learning will be considered as they apply to diverse learning environments and contextual material. Finally, evidence-based interventions and various approaches for evaluating teaching effectiveness will be explored.

NUR 535 Curriculum Development in Nursing Education (3)
Curriculum development addresses the many interpretations of curriculum and curriculum design and their meaning within diverse educational settings. Diverse approaches are explored as they apply to the curriculum development process. Modes of inquiry and domains of learning are presented as orientation models for curriculum consideration and development. Issues relevant to education and curriculum are also explored. Educational self analysis through accreditation process and educational standards are examined as they relate to curriculum development.

NUR 536 Measurement and Assessment (3)
Assessment is a critical feature underlying all educational and clinical interventions. This course exposes the graduate student to the measurement principles, ethical, legal, and social issues involved in psychological testing and to the nature, administration, and interpretation of psychological tests encountered in education and health care settings.

**NUR 541 Nursing Leadership Institute:
Key Competencies in Long Term Care (3)**
Management processes within nursing in long term care will be examined. The students' knowledge, skill, and disposition are developed by examining the role of the long term care nurse administrator in relation to strategies utilized for professional practice, effective leadership, critical thinking, regulatory oversight, and human resource management. Prerequisite: Permission of instructor.

NUR 545 Instructional Methodologies and Design (3)
Assessment of learning needs, instructional design and implementation of learning experiences are explored in this course. A variety of instructional methodologies and their theoretical foundations are examined. Curriculum development and evidence-based instructional methods will be integrated throughout the course.

NUR 555 Clinical Pharmacology (3)
Pharmacology and therapeutics for primary, acute and long-term care patients are emphasized with the focus on the clinical application of the major classifications of drugs. Disorders, symptoms and diseases affecting people throughout the lifespan are examined from a comprehensive pharmacological management perspective. The legal parameters for prescription writing and protocols are included. Theory and research findings related to current treatment modalities and the complexities of compliance are applied.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

NUR 560 Nursing Research Methods (3)

The research process for quantitative and qualitative research studies is critically examined. The methods of scientific inquiry, problem identification, use of underlying theories and conceptual methods, research design, measurement, data collection and analysis, and ethical considerations are applied to the development of a research proposal. Critical analysis of existing research studies and student reports are used to further refine the development of research skills. The significance of research findings to practice environments in health care systems, administration, and ongoing research activities are identified as they relate to evidence based practice in nursing. Critical reflection upon one's developing role as a professional in advanced practice is explored as it relates to participation and collaboration in research activities within health care systems and communities.

NUR 566 Advanced Practice Nursing Lecture (3)

Health assessment will focus on the caring and in-depth assessment expertise needed by nurse practitioners: history taking; communication; physical and mental examination; psychological, cultural, and social assessment. Advanced assessment skills needed to develop clinical problem solving, critical reflection, and decision making will be discussed. Knowledge from the behavioral and health sciences, nursing theory, and research will be drawn upon to assist the student in formulating therapeutic interventions that will promote, maintain, or restore health for people and communities. Prerequisites: Matriculated status and undergraduate health assessment course within the past 5 years or NUR 514. Pre/Corequisites: NUR 500, BIO 570, and for family nurse practitioner majors NUR 531. Corequisite: NUR 567.

NUR 567 Advanced Practice Nursing Clinical (2)

Data about the assessment, diagnosis, management, and evaluation of common and simple problems facing client populations will be explored through clinical experiences and computer simulations. Students will master advanced assessment skills needed to develop critical reflection and decision making and will demonstrate their clinical and decision making expertise in on-campus laboratory experiences and in faculty supervised clinical experiences in communities of culturally diverse people. Prerequisite to the faculty supervised clinical experiences: current New York Registered Professional Nurse license, CPR certification, complete health clearance on file. Corequisite: NUR 566.

NUR 570 Clinical Pathophysiology (3)

Identify the physiological basis of common and specific health and disease states encountered in primary care nursing practice and distinguish those processes that are ongoing in the human body that can be altered by interventions from those that cannot. Prerequisite: Undergraduate anatomy and physiology or permission of instructor.

NUR 572 Family Health Promotion and Disease Prevention Across the Lifespan (3)

Health promotion and disease prevention concepts are applied to individual and community based interventions grounded in theories of growth and development, epidemiology, and social policies that influence the achievement of health. The promotion of health, prevention of illness and identification of the factors that influence risk education, self care and healthy lifestyle choices across the health illness continuum of individual clients and the community are emphasized. Opportunities to critically reflect on the roles of the nurse practitioner as case manager, educator and collaborator are explored to enhance the health and well being of clients and their families from a variety of social and cultural backgrounds to ensure the delivery of appropriate, individualized health care. Prerequisites: NUR 500, NUR 566, NUR 567, and BIO 570. Pre/Corequisites: NUR 555, NUR 560, NUR 531, NUR 580.

NUR 574 Adult Health Promotion and Disease Prevention Across the Lifespan (2)

Health promotion and disease prevention concepts are applied to individual and community based interventions grounded in theories of growth and development, epidemiology, and social policies that influence the achievement of health. The promotion of health, prevention of illness and identification of the factors that influence risk reduction, self care and healthy life style choices across the health illness continuum of individual clients and the community are emphasized. Opportunities to critically reflect on the roles of the nurse practitioner as case manager, educator and collaborator are explored to enhance the health and well being of clients and their families from a variety of social and cultural backgrounds to ensure the delivery of appropriate, individualized health care. Prerequisites: NUR 500, NUR 566, NUR 567, and BIO 570. Pre/Corequisites: NUR 555, NUR 560, NUR 582.

NUR 576 Foundations for Gerontological Health Promotion and Disease Prevention (3)

Health promotion and disease prevention concepts are applied to the older adult using both individual and community based interventions that are grounded in theories of growth and development, epidemiology, and social policies that influence the achievement of health. The promotion of health, prevention of illness, and identification of the factors that influence risk reduction, self care, and healthy life style choices across the health illness continuum of older adult clients and the community are emphasized. Opportunities to critically reflect on the roles of the nurse practitioner as case manager, educator and collaborator are explored to enhance the health and well being of clients and their families. Ethical and legal issues as well as social and cultural factors are explored to ensure the delivery of appropriate, individualized health care. Prerequisites: NUR 500, NUR 566, NUR 567, BIO 570. Pre/Corequisites: NUR 555, NUR 560, NUR 531, NUR 584.

NUR 580 Beginning Level Family Clinical (2)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to clients provide the students with challenges to expand their knowledge and skills. The focus of this clinical is to become proficient in obtaining histories and performing physical exams in the clinical setting with minimal supervision. The information obtained needs to be accurately documented utilizing SOAP format. Clinical faculty, in association with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical setting under contract with the Department of Nursing and Health Professions. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 566 and NUR 567. Pre/Corequisites: NUR 555, NUR 560, NUR 572.

NUR 582 Beginning Level Adult Clinical (2)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to clients provide the students with challenges to expand their knowledge and skills. The focus of this clinical is to become proficient in obtaining histories and performing physical exams in the clinical setting with minimal supervision. The information obtained needs to be accurately documented utilizing SOAP format. Clinical faculty, in association with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical setting under contract with the Department of Nursing and Health Professions. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 566 and NUR 567. Pre/Corequisites: NUR 555, NUR 560, NUR 574.

NUR 584 Beginning Level Gerontological Clinical (2)

Clinical experience provides an opportunity to deliver primary care within a community based setting to the older adult population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by older adult clients in diverse health care settings. Opportunities to deliver primary care to clients provide the students with challenges to expand their knowledge and skills. The focus of this clinical is to become proficient in obtaining histories and performing physical exams in the clinical setting with minimal supervision. The information obtained needs to be accurately documented utilizing SOAP format. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical setting under contract with the Department of Nursing and Health Professions. The student will complete 5.5 contact hours per week per credit. Prerequisites: NUR 566, NUR 567, current NYS RN license, current CPR certification, current complete health clearance on file in the SON&HS office. Corequisites: NUR 555, NUR 560, NUR 576.

NUR 591 Independent Study (Variable credit)

NUR 608 Health Care Systems Seminar (3)

Administrative systems issues within the health care environment are examined. Knowledge, skill and disposition are developed by analyzing economic, regulatory, and information systems within the health care micro-systems environment. Opportunities are created to critically reflect and analyze the impact of application of health care systems on resource utilization,

performance improvement, information-handling and achievement of strategic outcomes. Prerequisites: NUR 500, NUR 503 or NUR 504A, NUR 560, MGT 607, HIM 501, matriculated status, current New York Registered Professional Nurse license. Pre/Corequisites: NUR 522, NUR 526, HRM 518, CSC 507.

NUR 610 Nursing Administration Seminar (3)
Administrative issues within nursing and the health care environment are examined. Knowledge, skill, and disposition are developed by examining the role of the nurse administrator in relation to strategies utilized for advanced professional practice. Opportunities are created to critically reflect on effective approaches necessary for effective leadership, change management, quality improvement, conflict resolution, and resource utilization in culturally diverse environments. Prerequisites: NUR 500, NUR 503/NUR 504A, NUR 560, MGT 607; matriculation status, current New York Registered Professional Nurse license. Pre/Corequisites: NUR 522, NUR 524, NUR 526, HRM 518, CSC 507.

NUR 611 Nursing Administration Internship (3)
In partnership with a nurse administrator, management and leadership principles are applied in this culminating experience. The role of the nurse administrator is assessed and analyzed in relation to professional practice, effective leadership, change management, evaluation of the quality and effectiveness of nursing practice, policy development, and resource utilization. The practicum provides the student the opportunity for critical reflection on the advanced practice role in nursing administration. Synthesis of management and leadership theoretical principles, practice guidelines, and pertinent research are emphasized. Occasions exist to demonstrate knowledge, skill, and disposition in administrative practice through the development and implementation of the practicum objectives. Within the framework of the objectives, each student designs, implements, and evaluates an administrative project. Prerequisites: Matriculated status, current New York State Professional Nurse license, current CPR certification, complete health clearance on file. Pre/Corequisite: NUR 524, NUR 608, NUR 610, NUR 624.

NUR 624 Grant Proposal Seminar (3)
Selection of potential research and project proposals are critically explored for funding. Identification of funding sources and the development of a grant proposal for submission to a potential funding agency is emphasized. Faculty facilitation and seminar provide an interactive learning environment for students to present their proposals in progress and to obtain critical reviews of their work from all participants. Focus is on the ongoing development of critical analyses skills, participation in scholarly exchanges of ideas, and research utilization within nursing administration. Prerequisites: NUR 500, NUR 560, or permission of the dean.

NUR 626 Thesis or Project (Variable 1-3)
Student has the option of implementing an approved research or project proposal for up to 3 credits. Prerequisites: NUR 500, CSC 507, NUR 560.

NUR 627 Culminating Seminar for Nurse Administrators (2)
The synthesis of health care related theory, research and practice are the emphasis of this culminating experience. Opportunity for collaboration with peers, faculty and mentors is provided as students develop and participate in research and scholarly activities. Inquiry into scholarly works is explored to further enhance nursing knowledge, applied research in health care delivery, and professional practice. Personal values and beliefs are re-examined as the student describes one's transformed view of self and advanced practice as a maturing professional in nursing. Critical reflection of one's personal growth and commitment to ongoing professional development is examined within the context of developing professional excellence. Pre/Corequisites: NUR 611, NUR 624; Student must be within 3 credits of graduation at completion of culminating seminar.

NUR 634 Adult Learning and Development (3)
Students in this course study major theories of adult development as they inform our understanding of student development. Principles of student development are examined as a framework for evidence based nursing education. Students' explore how adult development occurs, how development or change is assessed, the role of the environment in promoting adult development, and the application of developmental theory to promote adult learning and development.

NUR 635 Evaluation Approaches in Nursing Education (3)
Assessment trends and issues facing nurse educators in practice and educational settings are the focus of this course. Principles of measurement as well as ethical and legal implications are applied within the context of nursing education. Quantitative and qualitative strategies for analyzing learning outcomes and standards for educational evaluation are explored. Benchmarking, accreditation standards, and diverse approaches to program evaluation are explored within the context of nursing, in-service, and education. Prerequisites: NUR 535, NUR 545. Pre/corequisites: PSY 570.

NUR 645 Culminating Internship for Nursing Education (6)
The culminating internship provides educational experiences as a nurse educator. Students design, implement, and evaluate their teaching practicum under the guidance of a nurse educator mentor. The integration of curriculum, instructional, and evaluative theories and skills are expected throughout the experience. Focus is on critical reflection, collaboration, professional role development, and faculty responsibilities as the student engages in the advanced practice role of nurse educator. Prerequisites: NUR 500, NUR 503, NUR 526, NUR 535, NUR 536, PSY 570, NUR 545, NUR 560. Corequisites: NUR 624, NUR 635.

NUR 652 Family Primary Health Care I (3)
Theory, research, and the pathophysiology required to evaluate and manage clients across the lifespan are applied to a variety of problems. Conditions, diseases and communicable diseases of the eyes, nose, throat; head and neck; the skin, hair, nails; respiratory, hematological and immunologic systems encountered in the primary care setting are studied. The advanced roles of the nurse practitioner as case manager, educator and consultant are explored to enhance the health and well being of clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 572, NUR 580. Pre/Corequisites: NUR 503 or NUR 504A, and at least one (1) credit of NUR 670.

NUR 653 Adult Primary Health Care I (2)
Theory, research, and the pathophysiology required to evaluate and manage clients across the lifespan are applied to a variety of problems. Conditions, diseases and communicable diseases of the eyes, ears, nose, throat; head and neck; the skin, hair, nails; respiratory, hematological and immunologic systems encountered in the primary care setting are studied. The advanced roles of the nurse practitioner as case manager, educator and consultant are explored to enhance the health and well being of clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 574, NUR 582. Pre/Corequisites: NUR 503 or NUR 504A, and at least one (1) credit of NUR 672.

NUR 654 Gerontological Primary Health Care I (3)
Theory, research, and the pathophysiology required to evaluate and manage older adult clients are applied to a variety of problems. Conditions, diseases and communicable diseases of the eyes, ears, nose, throat; head and neck; the skin, hair, nails; respiratory, hematological and immunologic systems encountered in the primary care setting are studied. The advanced roles of nurse practitioner as case manager, educator and consultant are explored to enhance the health and well being of older adult clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 576, NUR 584. Corequisite: NUR 503/504A, and at least one (1) credit of NUR 674.

NUR 658 Women's Health Care (2)
Theory, research, and pathophysiology are applied to the evaluation and management of women who experience a variety of acute and chronic health problems throughout their lifespan. Emphasis is on health promotion and disease prevention activities in primary care settings. Basic areas explored are gynecological examinations, disease screenings, management of normal pregnancy, and care of the pregnant woman during prenatal and postpartum visits. Critical reflection will assist the student in exploring the advanced roles of case manager, educator, and consultant to enhance the health and well-being of women and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: For adult nurse practitioner majors, NUR 574, NUR 582; for family nurse practitioner majors, NUR 572, NUR 580. Pre/Corequisites: NUR 503/NUR 504A; for adult nurse practitioner majors, NUR 653 and three (3) credits of NUR 672; for family nurse practitioner majors, NUR 652 and three (3) credits of NUR 670.

NUR 659 Gynecological Health Care of the Older Adult (2)
Theory, research, and pathophysiology are applied to the evaluation and management of the women who experience a variety of acute and chronic health problems beyond their childbearing years. Emphasis is on health promotion and disease prevention activities in primary care settings. Basic areas explored are gynecological examinations, disease screenings; and the management of acute and chronic health issues of the older adult woman. Critical reflection will assist the student in exploring the advanced roles of case manager, educator, and consultant to enhance the health and well-being of women and their families from a variety of socioeconomic and cultural

backgrounds. Prerequisites: NUR 576, NUR 584. Corequisite: NUR 503/504A, NUR 654 and three credits of NUR 674.

NUR 661 CAS: Gerontological Health Promotion and Disease (1)

This course will focus on the advanced practice role of the Gerontological Nurse Practitioner in health promotion, disease prevention, maintenance of function, and prevention of disability in community dwelling older adults. Elders are viewed within a physical, psychological, social, cultural and spiritual context, and within a family and community environment.

NUR 662 CAS: Gerontological Primary Health Care I (1)

Builds on the concepts of health promotion and disease prevention in community dwelling older adults, begins the management of conditions, syndromes and communicable diseases encountered by Gerontological Nurse Practitioners in the primary care setting. Focus is on enhancement of functional ability and optimum health and well being of older adults and their families from a variety of socioeconomic and cultural backgrounds. Prerequisite: NUR 661, permission of dean.

NUR 663 CAS: Gerontological Primary Health Care II (1)

Building on the concepts of health promotion and disease prevention in community dwelling older adults, apply theory, research and pathophysiology to advance the management of conditions, syndromes and communicable diseases encountered in the primary care setting. The role of the gerontological nurse practitioner focuses on enhancement of functional ability, optimum health and well being of older adults and their families form a variety of socioeconomic and cultural backgrounds. Prerequisite : NUR 662, permission of dean.

NUR 667 Gerontological Primary Health Care II (4)

The theory, research, and pathophysiology required to evaluate and manage older adult clients with a variety of cardiovascular, peripheral vascular, pulmonary, acute and chronic renal and gastrointestinal, neuromuscular and psychiatric problems, and office emergencies encountered in the primary care setting are addressed. The professional roles of the nurse practitioner as a case manager, educator, and consultant are explored to enhance the health and well being of the older adult clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 654 and at least one (1) credit of NUR 674. Corequisites: At least two (2) credits of NUR 674.

NUR 668 Family Primary Health Care II (4)

The theory, research and pathophysiology required to evaluate and manage clients with a variety of cardiovascular, peripheral vascular, pulmonary, acute and chronic renal and gastrointestinal, neuromuscular and psychiatric problems, and office emergencies encountered in the primary care setting are addressed. The professional roles of the nurse practitioner as a case manager, educator, and consultant are explored to enhance the health and well being of clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 652 and at least one (1) credit of NUR 670. Corequisites: At least two (2) credits of NUR 670.

NUR 669 Adult Primary Health Care II (3)

The theory, research, and pathophysiology required to evaluate and manage clients with a variety of cardiovascular, peripheral vascular, pulmonary, acute and chronic renal and gastrointestinal, neuromuscular and psychiatric problems, and office emergencies encountered in the primary care setting are addressed. The professional roles of the nurse practitioner as a case manager, educator, and consultant are explored to enhance the health and well being of clients and their families from a variety of socioeconomic and cultural backgrounds. Prerequisites: NUR 653 and at least one (1) credit of NUR 672. Corequisite: At least two (2) credits of NUR 672.

NUR 670 Intermediate Level Family Clinical (Variable 1-3)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. This clinical will build on skills and knowledge previously obtained at the beginning level. Three credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 580. Pre/Corequisites: NUR 503 or NUR 504A, NUR 652.

NUR 672 Intermediate Level Adult Clinical (Variable 1-3)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. This clinical will build on skills and knowledge previously obtained at the beginning level. Three credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 582. Pre/Corequisites: NUR 503 or NUR 504A, NUR 653.

NUR 674 Intermediate Level Gerontological Clinical (Variable 1-3)

Clinical experience provides an opportunity to deliver primary care within a community based setting to the older adult population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. This clinical will build on skills and knowledge previously obtained at the beginning level. Three credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: NUR 584, current NYS RN license, current CPR certification, complete health clearance on file in the SON&HS office. Corequisites: NUR 503/504A, NUR 654.

NUR 680 Advanced Level Family Clinical (Variable 1-4)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. The graduate student must have precepted with a master's prepared nurse practitioner prior to completion of the final clinical. This clinical will build on skills and knowledge previously obtained at the beginning and intermediate levels. Four credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 580 and three (3) credits of NUR 670. Pre/Corequisites: NUR 658, NUR 668.

NUR 682 Advanced Level Adult Clinical (Variable 1-3)

Clinical experience provides an opportunity to deliver primary care within a community based setting to a population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. The graduate student must have precepted with a master's prepared nurse practitioner prior to completion of the final clinical. The clinical will build on skills and knowledge previously obtained at the beginning and intermediate levels. Four credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: Current New York Registered Professional Nurse license, current CPR certification, complete health clearance on file, NUR 582 and three (3) credits of NUR 672. Pre/Corequisites: NUR 658, NUR 669.

NUR 684 Advanced Level Gerontological Clinical (Variable 1 – 3)

Clinical experience provides an opportunity to deliver primary care within a community based setting to the older adult population with a variety of cross-cultural health care needs. Focus is on the unique wellness lifestyle and health care problems demonstrated by older adult clients in diverse health care settings. Opportunities to deliver primary care to these clients provide the students with challenges to expand their knowledge and skills as well as

to explore judgment making and priority setting abilities. Clinical faculty, in collaboration with preceptors (physicians and/or nurse practitioners), provide guidance in the clinical settings under contract with the Department of Nursing and Health Professions. The graduate student must have precepted with a master's prepared nurse practitioner prior to completion of the final clinical. This clinical will build on skills and knowledge previously obtained at the beginning and intermediate levels. Four credits are required for course completion. The student will complete 5.5 contact hours per week per credit. Prerequisites: NUR 584 and three (3) credits of NUR 674, current NYS RN license, current CPR certification, complete health clearance on file in the SON&HS office. Corequisites: NUR 659, NUR 667.

NUR 685 Interprofessional Palliative Care (1-3)
Care for patients with terminal or incurable conditions across the disciplines is the focus of this course. Therapeutic presence and communication strategies are explored and applied in advanced practice. Emphasis is on an interprofessional approach in palliative care across the lifespan with considerations to contextual, legal, ethical, spiritual, cultural, and personal influences. Current and best practices in advanced practice nursing and medicine will be analyzed for application to plans of care across a variety of healthcare settings. Opportunities will be provided for conversations across the disciplines.

NUR 692 Culminating Seminar for Nurse Practitioners (2)
Seminar provides opportunity for the students to critically reflect upon personal and professional values. Benner's Model of Novice to Expert is used as a framework for students to self examine their ongoing development in clinical proficiency as they advance toward achieving professional excellence. Standards and scope of practice specific to the role of the nurse practitioner are emphasized. Relevant issues related to legal and regulatory constraints within a competitive and challenging health care system are also examined at the local, state, and federal levels. Prerequisites: NUR 658; for adult nurse practitioner majors, NUR 653, NUR 672; for family nurse practitioner majors, NUR 652, NUR 670. Pre/Corequisities: For adult nurse practitioner majors, NUR 669, NUR 682; for family nurse practitioner majors, NUR 668, NUR 680.

Psychology

PSY 570 Measurement & Assessment (3)
Assessment is a critical feature underlying all educational and clinical interventions. This course exposes the graduate student to the measurement principles, ethical, legal and social issues involved in psychological testing and to the nature, administration and interpretation of psychological tests encountered in educational and health care settings.

Statistics

STA 510 Regression and Analysis of Variance (3)
A continuation and further development of statistical inference within the context of linear models. Basic statistical concepts are reviewed briefly together with ordinary least squares. Multiple regression analysis is developed with a design matrix approach with an emphasis on specification and assessment of model assumptions. Analysis of Variance and Analysis of Covariance models are developed and studied. A computational environment for simulation and data analysis is integrated throughout the course. Prerequisites: MAT 370 or equivalent.

Technology Information Management

TIM 500 Project Management (3)
Reviews traditional project management techniques and project based organizational structures. Special attention is given to the integration of project management with technology and strategic objectives. Organizational issues, project tracking, the project manager, and project management techniques are examined both from the conceptual and the applied aspects. The potential for transferring knowledge gained from projects to multiple areas in the organization is also covered. Students will experience computer application software to support and implement project management activities.

TIM 530 Managing New Product Design and Development (3)
Regardless of the industry or business involved, careful attention must be given to the way new products are designed and developed. Various aspects of product design and development are studied; including the functions of research and development, marketing, finance, design, manufacturing, and technical specifications. Special attention is given to the tools and methodologies necessary in the creation and development of a new product. An important focus of this course is on the challenges and perspectives presented by products that

result from high technology environments or are themselves "high technology products." Prerequisites: TIM 500 or permission of instructor.

TIM 585 Cases in Technology and Innovation Management (3)
Key areas of management, production and distribution will be examined and the impact of rapid technological advances on them will be analyzed. Appropriate responses will be developed and discussed. Primary method of instruction is "Case Studies" and seminar discussions. Prerequisite: TIM 500 or permission of instructor.

TIM 685 Strategic Planning (3)
This is the capstone strategy course that covers the economics and strategy of technology and innovation management. An integrating experience using case studies to apply the various skills and knowledge accumulated throughout the required coursework in business and technology management. Special emphasis will be upon how organizations fit within the social, political, and economic environments. Managerial strategies to optimize achievement of objectives in high technology environments will also be covered. [Formerly BUS 685]

Telecommunications

TEL 500 Voice Communications (3)
Provides knowledge of the components, operations, and services of analog and digital local loop circuit switched networks, digital and VOIP PBXs, and signaling systems. Advances in wire line and wireless voice telecommunications networks including VOIP, power line communications, passive optical networks, and broadband wireless are investigated.

TEL 501 International Telecommunications Policy and Trade (3)
A course investigating trade in services and equipment policies of the United States, the European Community, and other major governments, as well as international trade agencies, international carriers, and transnational corporate users of telecommunications. Topics include competition and privatization, bilateral and multilateral trade agreements including GATT, the WTO, international technical standards, intellectual property, and the competitive satellite industry. This course also addresses the reorganization and global responsibilities of the International Telecommunications Union.

TEL 502 Data Communications (3)
Data communications is a rigorous treatment of advanced topics in the technology of communicating digital information over public and private communications facilities. The topics include general principles, LANs, WANs, and related topics. These topics are covered in: lectures, individual exercises, team exercises, and interactive competitive team projects.

TEL 505 Network Design and Simulation (3)
A course investigating network design and simulation modeling enabling telecommunications system developers to evaluate the performance of existing and proposed networks under different hardware, configurations, or operating constraints. Simulation modeling minimizes risks of unforeseen network bottlenecks, under utilization of overuse of system resources.

TEL 520 Telecommunications Systems Analysis and Project Management (3)
A study of project management techniques and processes from a corporate user perspective. Topics include strategic planning, needs assessment, development of requests for proposals, security and disaster planning, financial evaluation techniques, negotiation with vendors, outsourcing, implementation and system changeover planning, and creation of validation and acceptance test procedures. Cross listed with TEL 420.

TEL 527 Telecommunication Optical Networks (3)
Addresses techniques for designing single and multiple wavelength long-haul and metro telecommunication optical networks. Topics include general principles of optical components, design parameters and design techniques. These topics are covered in: lectures, individual exercises, team exercises, and computer simulations. Please note that this course is not at a level that is appropriate for Electrical Technology and Electrical Engineering students and is not likely appropriate for physics majors as well because of the depth and breadth of the coverage.

TEL 530 Telecommunications Law and Policy (3)
A seminar in the regulation of telecommunications in the United States. Designed to provide students with an understanding of the regulatory and antitrust environment and its impact on competition and services. Social and political issues affecting telecommunications regulation are also addressed.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

TEL 550   Advanced Network Standards and Protocols (3)
A rigorous course covering the principles, standards, and practices of data communications protocols with emphasis on the TCP/IP protocol suite. The topics will include: reference model, Network Access layer protocols, Internet layer protocols, Transport layer protocols, and Application layer protocols. These topics are covered in: lectures, individual assignments, on-line assignments and an interactive competitive team project. Prerequisite: TEL 502 or permission of instructor.

TEL 560   Advanced Wireless Communications (3)
A rigorous course covering the principles, standards, and practices of wireless telecommunications. The topics will include: fundamentals of radio, wireless data communications and wireless telephony. These topics are covered in: lectures, individual assignments, on-line assignments, and a team project. Prerequisites: TEL 500 and TEL 502.

TEL 581   Survey of Information Assurance (3)
A fast paced introduction into the field of Information Assurance. Various kinds of threats faced by an information system and the security techniques used to combat them are covered. Hacker methods, viruses, worms, bombs and system vulnerabilities are described with respect to the actions that must be taken by a network manager to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks. This course provides the background for those individuals who seek skills in the areas of Network and Data Security.

TEL 590   Selected Topics in Advanced Telecommunications (3)
A course investigating current topics related to the research, development, deployment, and planning of new networks, signaling systems, transmission media and switching systems. Topics include wireless personal communications systems; satellite networks with an emphasis on the impact of fixed and mobile satellite systems on the economy and society; Broadband ISDN; ATM; SONET; AIN; and voice and data compression techniques.

TEL 591   Independent Study (variable 1-3 credits)
Extensive study and research on a particular topic of student interest under the supervision of a faculty member. The student is required to submit a written proposal which includes a description of the project, its duration, educational goals, method of evaluation and number of credits to be earned.

TEL 594   Graduate Internship (3)
Students work for an organization approved by their advisor for a minimum of 250 hours in a supervised position. Students are required to write two reports on their internship experience. Work must be completed in one term, or during the summer.

TEL 597   Research Project (3)
Upon approval of the advisor, student will research, design, solve and implement a graduate project.

TEL 598   Seminar in Research Methods (3)
This course will review the major considerations and tasks involved in designing and conducting a telecommunications thesis or project. The goal is for students who successfully complete the course to be able to produce and defend the methodology of his/her research, be ready to carry out the various tasks involved in doing the research, and to find the resources to guide them through their research. The theme throughout the course will be on comparing and/or combining qualitative and quantitative approaches to research.

TEL 599   Thesis (1-6 credits)
Upon approval of the advisor, the student will research and write an original work on a significant topic in the field of telecommunications.

Administration

Bjong Wolf Yeigh
President and Professor
B.A. Dartmouth College
M.S.M.E. Stanford University
Ph.D. Princeton University

William Durgin
Provost
B.S. Brown University
M.S. University of Rhode Island
Ph.D. Brown University

Bruce E. Reichel
Vice President for Administration
B.S. State University of New York College of Environmental
    Science and Forestry
*State University Chancellor's Award for Excellence
    in Professional Service, 1989*

Professional Staff

Jennifer Adams
Associate Director of Residence Life
B.S. Bloomsburg University of Pennsylvania
M.A. Bowling Green State University
M.B.A. Heidelberg University

Annette Agness
Assistant Vice President for Business Affairs
B.B.A. St. Bonaventure University
M.B.A. St. Bonaventure University

Joseph Aiello
Project Staff Assistant

Erynn Anderson
Women's Lacrosse and Women's Cross Country Coach
B.A. State University of New York at Fredonia
M.A. State University of New York at Fredonia

Erin Barrett
International Admissions Counselor
A.S. Stockbridge School of Agriculture
B.A. University of Massachusetts Amherst
M.Ed. University of Massachusetts Amherst

Gary Bean
Chief of Police
A.A.S. Mohawk Valley Community College
B.P.S. State University of New York Institute of Technology
    at Utica/Rome

Carol Berger
Lead Programmer/Analyst
A.A.S. Bennett College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Elizabeth Berry
Financial Aid Intern
A. S. State University of New York at Morrisville
B.S. State University of New York Institute of Technology

H. Jacob Bluhm
Men's & Women's Volleyball Coach
B.S. State University of New York at Cortland
M.S. State University of New York at Cortland

Leo John Borner
Director of Campus Life
A.A.S. Niagara County Community College
B.S. State University College at Geneseo
M.S. State University of New York at Buffalo
*State University Chancellor's Award for Excellence
    in Professional Service, 2000*

Gineen Brement
Senior Programmer/Analyst
A.A.S. Mohawk Valley Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Lynne M. Browne
Web Coordinator
A.A.S. Cazenovia College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Sue Brumm
Men's & Women's Swimming Coach
B.A. State University of New York at Binghamton

Allen Calogero
Physical Education Instructor
A.A.S. Mohawk Valley Community College
B.S. Cortland State University

Connie Castellano
Manager of Corporate Events
A.A.S. State University of New York at Morrisville
B.A. State University of New York Institute of Technology
    at Utica/Rome

Victoria Cataldo
Assistant Director of Development for Major Gifts/Annual Fund
B.S. State University of New York at Cortland
M.S. D'Youville College

Kelly Colbert
Head Athletic Trainer and Senior Women Administrator
B.S. Canisius College

Frances A. Connors
Sponsored Programs Assistant

Timothy Converse
Instructional Support Associate
A.S. Mohawk Valley Community College
B.T. State University of New York Institute of Technology
    at Utica/Rome
*State University Chancellor's Award for Excellence
    in Professional Service, 1995*

Terrill Dean
Director of Special Programs
B.S. St. Lawrence University

Michael DeCicco
Director of Publications
A.A.S. Mohawk Valley Community College
B.F.A. Rochester Institute of Technology
M.S. State University of New York Institute of Technology
    at Utica/Rome

Louis Denato
System Administrator
A.A.S. Mohawk Valley Community College
A.S. Herkimer County Community College

Brenda Dow
Alumni & Advancement Services Officer
B.S. Cornell University
M.S. Chapman University

Michael Durr
Purchase Associate
B.S. Utica College of Syracuse University

John Durr
Instructional Support Associate

Kevin B. Edick
Assistant Athletics Director
B.A. North Adams State College
M.B.A. Wagner College

Douglas Eich
Director of Learning Center
B.A. Bard College
M.A. Syracuse University

Peter Fitzgerald
Assistant Facilities Program Coordinator

Valerie N. Fusco
Director of Institutional Research
B.S. Utica College of Syracuse University

David E. Garrett
Interim Coordinator of Student Success Services
B.A. State University College at Geneseo
M.A. Bowling Green State University
*State University Chancellor's Award for Excellence
    in Professional Service, 1997*

Nicholas P. Gasparovich
Programmer/Analyst
B.S. State University of New York Institute of Technology
    at Utica/Rome

Stacey M. Genther
Health Educator
B.S. State University of New York at Brockport
M.S. State University of New York Institute of Technology
    at Utica/Rome
*State University Chancellor's Award for Excellence
    in Professional Service, 2008*

Jennifer A. George
Assistant Director of Student Activities
B.S. College of St. Rose
M.S. College of St. Rose

Meghan Getman
Assistant Registrar
B.A. Le Moyne College
M.S. State University of New York Institute of Technology
    at Utica/Rome

Kristin Glass
Admissions Counselor
B.S. State University of New York at Cortland
M.B.A. State University of New York Institute of Technology
    at Utica/Rome

Cynthia Grabski
Nurse Practitioner
A.A.S. Mohawk Valley Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome
M.S. Sage Graduate School

Kevin Graeff
Staff Assistant
B.S. State University of New York at Brockport

Kevin Grimmer
Athletics Director
B.A. Hamilton College

Tameka Harris
Assistant Hall Director
A.S. Corning Community College
B.S. State University of New York at Cortland

Laurie Hartman
Administrative Assistant to the President
A.A.S. Mohawk Valley Community College

Kimber Haughton
Admissions Counselor
B.A. Keuka College

Susan M. Head
Bursar
A.A. S. State University of New York at Buffalo
B.S. Utica College of Syracuse University

Peterson Jerome
Coach
A.S. Herkimer County Community College
B.S. The Ohio State University

Kyle Johnson
Associate Provost for Information and Learning Resources
B.A. Duke University
M.Ed. North Carolina State University at Raleigh

Robert E. Jones
Print Shop Supervisor

Donelius E. King
Special Program Assistant
A.A. Sullivan County Community College
B.A. State University of New York at Albany

Matthew T. Kopytowski
Graphic Designer
A.A.S. Mohawk Valley Community College
B.F.A. Rochester Institute of Technology

Kaylynn Krauss
Admissions Counselor
A.A. Herkimer County Community College
B.A. Hartwick College

John A. Lasher
Registrar
B.S. State University of New York at Albany
M.S. State University of New York at Albany

Bernard Leis
Energy Manager

David Lerman
Business Advisor
A.A.S. Mohawk Valley Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Marybeth Lyons
Assistant Vice President
A.A.S. State University of New York College of Technology
    at Morrisville
B.A. State University College at Oswego
M.S. State University of New York Institute of Technology
    at Utica/Rome
*State University Chancellor's Award for Excellence
    in Professional Service, 2011*

Linell Machold
Instructional Support Technician
B.S. State University College at Cortland

John Madia
Technical Operations Specialist
B.S. Rochester Institute of Technology

David Mallen
Director, Small Business Development Center
B.A. State University of New York at Binghamton
M.B.A. Columbia University

Steven Mariani
Registered Dietician
B.S. Rochester Institute of Technology
M.S. New York University

Gina M. McLaughlin
Admissions Counselor
B.A. State University of New York Institute of Technology
    at Utica/Rome

Nicholas Merante
Instructional Support Assistant
A.S. Columbia-Greene Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Scott Miller
Associate Director, Information Technology Services
A.A.S. Mohawk Valley Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Bruce Mostert
Instructional Support Associate
A.A.S. Hudson Valley Community College
B.S. State University of New York Institute of Technology
    at Utica/Rome

Shaun Mullarky
Admissions Counselor
A.A.S. Herkimer County Community College
B.S. University of Wisconsin

Roxanne Mutchler
Project Staff Assistant

Melissa Newman
Human Resources Associate
B.S. Le Moyne College
M.H.R.L.R. Michigan State University

Scott C. Nonemaker
College Accountant
B.B.A. State University of New York Institute of Technology
  at Utica/Rome
M.S. Syracuse University

Tracy Page
Staff Assistant, Facilities
A.A.S. State University of New York at Morrisville

Anthony F. Panebianco
Associate Vice President for Human Resources
B.A. Marquette University
M.S. State University of New York at Binghamton
*State University Chancellor's Award for Excellence
  in Professional Service, 1992*

Christine L. Paye
Staff Assistant, Nursing and Health Professions
A.A.S. Clinton Community College
B.B.A. State University of New York Institute of Technology
  at Utica/Rome

Peter Perkins
Director of Development
B.S. University of Colorado at Colorado Springs
M.B.A. University of Colorado at Colorado Springs

Steven Perta
Associate for Instructional Resources
A.A.S. Mohawk Valley Community College
B.T. State University of New York Institute of Technology
  at Utica/Rome
M.S. State University of New York Institute of Technology
  at Utica/Rome
*State University Chancellor's Award for Excellence
  in Professional Service, 1993*

Kimberly Raye Pfendler
Financial Aid Advisor
A.A.S. Mohawk Valley Community College
B.P.S. State University of New York Institute of Technology
  at Utica/Rome

Jennifer Phelan-Ninh
Director of Admissions
A.S. Hudson Valley Community College
B.S. Syracuse University
M.B.A. State University of New York Institute of Technology
  at Utica/Rome

Matthew Putnam
Associate Director of Physical Plant
A.A.S. Mohawk Valley Community College
B.S. Clarkson University

Maryrose Raab
Coordinator of Graduate Center
B.A. St. John Fisher College
M.S. State University of New York Institute of Technology
  at Utica/Rome

Tyler J. Renaud
Coach
B.A. State University of New York at Fredonia
M.B.A. Le Moyne College

Zachary Rowe
Campus Life Assistant
B.A. Auburn University

David M. Rose
PBX Telecommunications Administrator

Jo Ruffrage
Coordinator, Health and Wellness Center
B.S. State University of New York Institute of Technology
  at Utica/Rome
M.S. Syracuse University

Joseph F. Rugari
Director, College Association
B.S. Utica College of Syracuse University

Ann Rushlo
Continuing and Professional Education Program Coordinator
A.A.S. Onondaga County Community College
B.S. Empire State College

Thomas Serwatka
Business Advisor, SBDC
B.S. Clarkson University
M.S. Clarkson University

Sharon St. John
Business Advisor, SBDC
A.A.S. Mohawk Valley Community College
B.S. State University of New York Institute of Technology
  at Utica/Rome
M.S. State University of New York at Binghamton

Maiko Shigeeda
Assistant Athletic Trainer
B.S. Minnesota State University
MS. University of Nevada Las Vegas

Terri L. Sherman
Nurse Practitioner
M.S. Syracuse University

Jessica Skelton
Coach, Softball and Women's Basketball
A.A.S. State University of New York at Alfred
B.S. State University of New York Institute of Technology
at Utica/Rome

Carson Sorrell
Director of Facilities
B.S. Clarkson University

Suzanne Sprague
Disability Services Coordinator
B.A. State University of New York at Cortland
M.S. St. Bonaventure University

Allan Steinhauer
Supervising Programmer/Analyst
B.A. State University College at Oswego
M.A. State University of New York at Binghamton

John L. Swann
Director of Public Affairs/Chief of Staff
B.A. Truman State University
M.S. State University of New York Institute of Technology
at Utica/Rome
*State University Chancellor's Award for Excellence
in Professional Service, 2009*

Theresa Synakowski
Assistant Bursar
A.A.S. Herkimer County Community College
B.S. State University of New York Institute of Technology
at Utica/Rome

Elizabeth J. Tolman
Lead Programmer/Analyst
A.A.S. Herkimer County Community College
B.S. State University of New York Institute of Technology
at Utica/Rome
M.S. State University of New York Institute of Technology
at Utica/Rome

Michelle M. Tucker
Assistant for Instructional Resources
A.A.S. Herkimer County Community College
B.S. Ithaca College

Deborah Tyksinski
*Director of Continuing Professional Education
and Sponsored Research*
B.S. State University of New York Institute of Technology
at Utica/Rome
M.S. State University of New York at Binghamton
M.S. Syracuse University
Ph.D. Syracuse University
*State University Chancellor's Award for Excellence
in Professional Service, 2007*

Sarah A. VanDusen
Residence Hall Director
A.A.S. Herkimer County Community College
B.S. State University of New York College at Brockport

Nancy Wallace
Human Resources Assistant
A.A.S. Herkimer County Community College
B.S. Utica College
M.B.A State University of New York Institute of Technology
at Utica/Rome

William Zeiter
Admissions Counselor
A.A.S. Mohawk Valley Community College
B.A. State University of New York Institute of Technology
at Utica/Rome

Library Staff

Ronald Foster
Associate Librarian
B.A. Utica College
M.L.S. State University of New York at Albany
*State University Chancellor's Award for excellence
in Librarianship, 2006*

Barbara A. Grimes
Associate Librarian
B.A. State University of New York at Geneseo
M.L.S. State University of New York at Geneseo

Nancy Kaiser
Associate Librarian
B.A. State University College at Geneseo
M.L.S. State University of New York at Albany

State University of New York

The nation's largest and most comprehensive state university system, The State University of New York (SUNY), was founded at Potsdam, New York in 1816. Years later, the Morrill Act of 1862 led to the creation of four Ivy League land-grant SUNY colleges, which now currently exist at Cornell University. SUNY was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All of these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948 SUNY has grown to include 64 individual colleges and universities that were either formerly independent institutions or directly founded by the State University of New York.

Today, the State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The State University of New York's 64 campuses are divided into four categories, based on educational mission, types of academic opportunities available and degrees offered. SUNY offers students a wide diversity of educational options including short-term vocational/technical courses, certificate, associate, and baccalaureate degree programs, graduate degrees and post-doctoral studies. SUNY provides access to almost every field of academic or professional study within the system via 7,669 degree and certificate programs.

SUNY students represent the society that surrounds them. In January 2008, 19.9% of all enrolled students were minorities. While SUNY students are predominantly New York State residents, representing every one of the state's 62 counties, they also hail from every other state in the United States, the District of Columbia, four U.S. territories, and 160 nations. SUNY enrolls 40% of all New York State high school graduates, and the total enrollment of 418,000 full-time and part-time students represents 37% of New York State's higher education student population. SUNY alumni number over 2.4 million graduates residing in New York State and throughout the world.

SUNY attracts the best and brightest scholars, scientists, artists and professionals and boasts nationally and internationally recognized faculty in all major disciplines. Faculty are regular recipients of prestigious awards and honors. SUNY colleges and universities range from world-renowned community colleges, such as the Fashion Institute of Technology, to first-rate graduate schools and the nation's top veterinary school. The highly-regarded doctoral degree granting universities are home to top research programs and attract experts in a variety of fields. Students study in campus classrooms and laboratories or work from a distance through the SUNY Learning Network, which provides educational opportunities to more than 70,000 students through 4,000 courses and 60 degree and certificate programs.

The State University of New York is committed to providing quality education at an affordable price to New Yorkers and students from across the country and the world.

SUNY's Mission

The mission of the State University system shall be to provide to the people of New York educational services of the highest quality, with the broadest possible access, fully representative of all segments of the population in a complete range of academic, professional and vocational postsecondary programs including such additional activities in pursuit of these objectives as are necessary or customary. These services and activities shall be offered through a geographically distributed comprehensive system of diverse campuses which shall have differentiated and designated missions designed to provide a comprehensive program of higher education, to meet the needs of both traditional and non-traditional students and to address local, regional and state needs and goals.

In fulfilling this mission, the State University shall exercise care to develop and maintain a balance of its human and physical resources that:

• recognizes the fundamental role of its responsibilities in undergraduate education and provides a full range of graduate and professional education that reflects the opportunity for individual choice and the needs of society;

• establishes tuition which most effectively promotes the university's access goals;

• encourages and facilitates basic and applied research for the purpose of the creation and dissemination of knowledge vital for continued human, scientific, technological and economic advancement;

• strengthens its educational and research programs in the health sciences through the provision of high quality general comprehensive and specialty health care, broadly accessible at reasonable cost, in its hospitals, clinics and related programs and through networks and joint and cooperative relationships with other health care providers and institutions, including those on a regional basis;

• shares the expertise of the state university with the business, agricultural, governmental, labor and nonprofit sectors of the state through a program of public service for the purpose of enhancing the well-being of the people of the state of New York and in protecting our environmental and marine resources;

• encourage, support and participate through facility planning and projects, personnel policies and programs with local governments, school districts, businesses and civic sectors of host communities regarding the health of local economies and quality of life;

• promotes appropriate program articulation between its state-operated institutions and its community colleges as well as encourages regional networks and cooperative relationships with other educational and cultural institutions for the purpose of better fulfilling its mission of education, research and service.
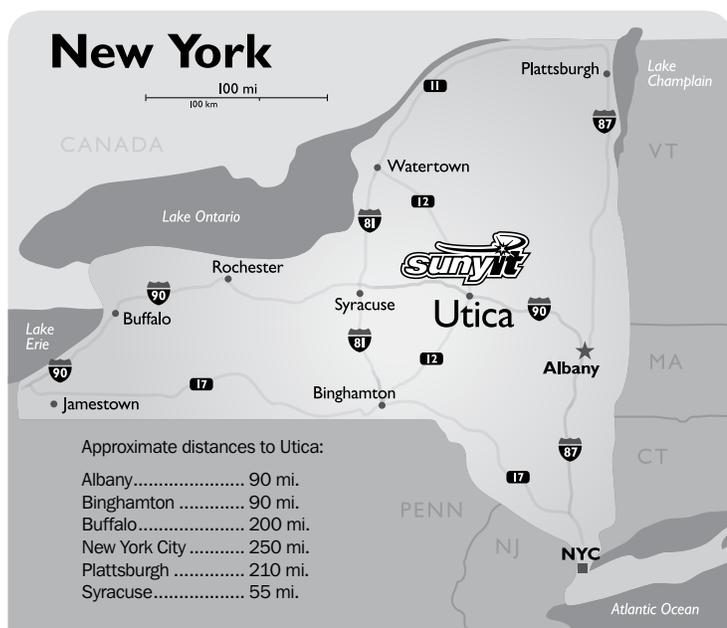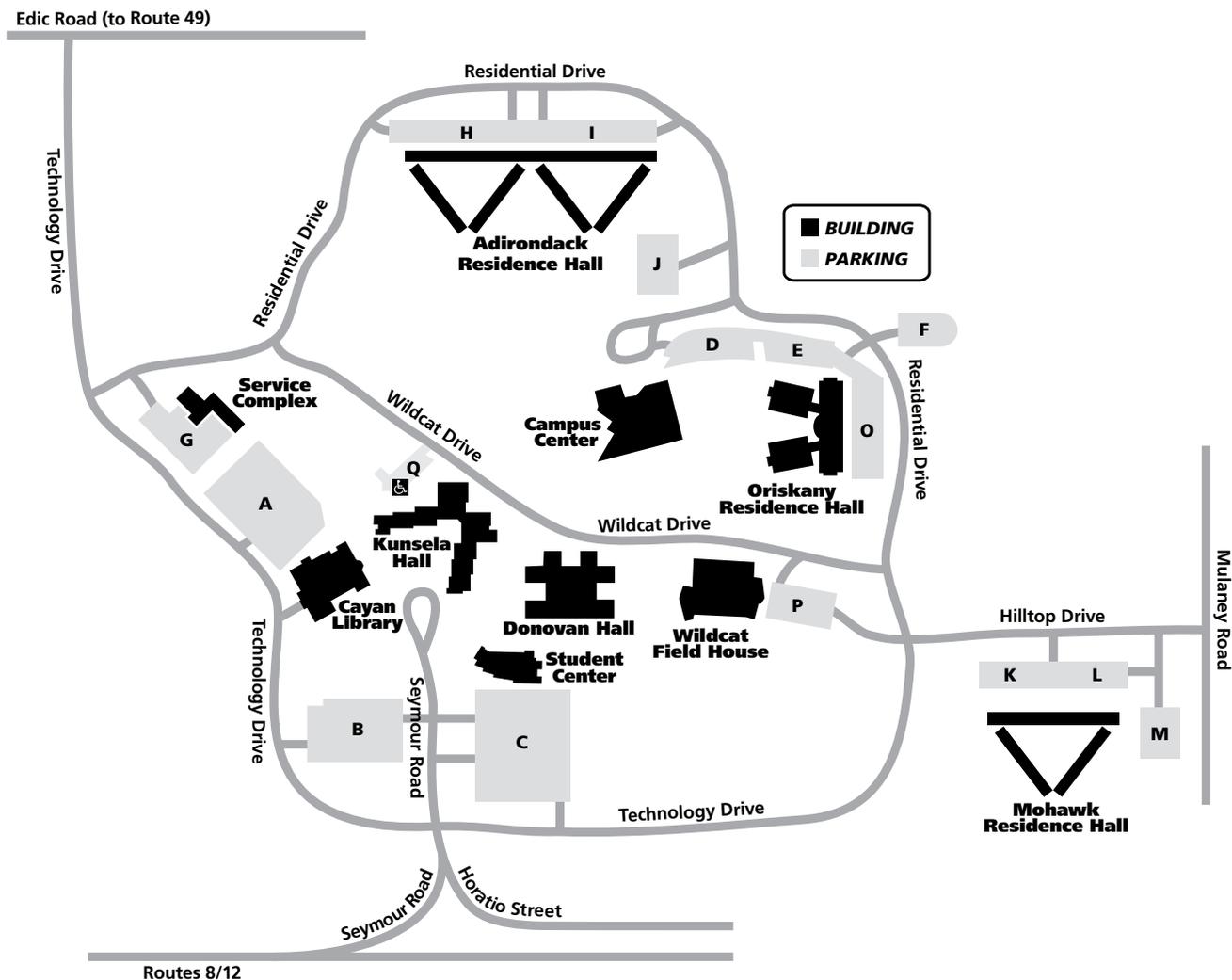
Index

Index of Course Descriptions

Campus Map/Directions

Edic Road (to Route 49)

Residential Drive

Technology Drive

Residential Drive

H   I

Adirondack
Residence Hall

J

BUILDING
PARKING

Service
Complex

G

Wildcat Drive

D   E

F

Campus
Center

O

Residential Drive

A

Q

Oriskany
Residence Hall

Kunsela
Hall

Wildcat Drive

Cayan
Library

Donovan Hall

Wildcat
Field House

P

Hilltop Drive

Mulaney Road

K   L

Technology Drive

Student
Center

M

Mohawk
Residence Hall

B

Seymour Road

C

Technology Drive

Seymour Road

Horatio Street

Routes 8/12

New York

100 mi
100 km

CANADA

Plattsburgh

Lake Champlain

VT

Watertown

Lake Ontario

Rochester

SUNYit

Utica

Syracuse

Buffalo

Lake Erie

Albany

MA

Jamestown

Binghamton

CT

PENN

NJ

NYC

Atlantic Ocean

Approximate distances to Utica:

Albany.....................90 mi.
Binghamton ....90 mi.
Buffalo.....................200 mi.
New York City ....250 mi.
Plattsburgh ....210 mi.
Syracuse.................55 mi.

Directions

From the NYS Thruway (I-90): Take Exit 31/Utica. After toll, bear right onto N. Genesee St. and stay in right lane. Turn right at light and immediately turn right onto ramp for West I-790/Rtes. 5/8/12/Rte. 49. Travel 1.5 miles and take the Edic Road exit. Go straight at the light and continue for about a half-mile; turn right at the Edic Road campus entrance.

From NYS Rte. 49: Take the Edic Road exit. Go straight at the light and continue for about a half-mile; turn right at the Edic Road campus entrance.

From Rtes. 5/8/12: Take the I-790/Rte.5/I-90/Rte. 49 exit and stay in the left lane, following the sign for West 49 Rome. Take the Edic Road exit. Go straight at the light and continue for about a half-mile; turn right at the Edic Road campus entrance.

Two other campus entrances (Horatio St. and Mulaney Rd.) can be used from Rtes. 8/12 by taking the Horatio St. exit and following signs for SUNY Institute of Technology.

STATE UNIVERSITY OF NEW YORK
INSTITUTE OF TECHNOLOGY AT UTICA/ROME

Our faculty connect students to their field of study. Many classes with fewer than 20 students allow for individual attention and mentoring. Caring, experienced faculty include a Distinguished Service Professor, Fulbright Scholars and numerous recipients of the Chancellor's Award for Excellence in Teaching. 80% have doctoral or terminal degrees.

Our students come from all over New York and several other states, and more than 20 other nations. Nearly 3,000 full- and part-time students attend SUNYIT in an average semester. About 600 live in three townhouse-style residential complexes highly rated by students past and present.

Our campus offers affordable, quality education, and promotes personal growth in its academic, athletic and residential communities. Located on hundreds of beautiful acres in the foothills of the Adirondacks, SUNYIT has opened three new buildings: student center, field house, freshman residence hall, and will soon begin construction on a technology complex.

The region is historically interesting and naturally beautiful. The Utica-Rome metro area is in New York State's geographic center. Utica is home to the internationally recognized Munson-Williams-Proctor Arts Institute, the Utica Symphony Orchestra, Broadway Theater League, and the Stanley Performing Arts Center. Within the city limits are more than 900 acres of parks, the Utica Zoo, and a municipal ski center.

sunyit

We'd be happy to answer any questions, send an application, or schedule an appointment for you.

Please write or call:
Graduate Center
SUNY Institute of Technology
100 Seymour Road, Utica, NY 13502

(315) 792-7347 or
Call toll free @ 1 (866) 2 SUNYIT

gradcenter@sunyit.edu
www.sunyit.edu