



SUNY Cortland is committed to quality preparation of serious teacher education candidates who demonstrate strong evidence of a positive disposition for the teaching profession. All applicants to M.S.Ed., M.A.T., or M.S.T. degree programs are required to complete this application. Please provide complete and accurate information. Information provided will be kept confidential. *(Please print or type.)*

Program to which you are applying: _____

Name: _____
last first middle former name(s) if any

Mailing Address: _____
Apt. # Street City/Town State Zip code

E-mail Address: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

SUNY Cortland Student ID number if former SUNY Cortland student: _____

Instructions

This application must be completed by all applicants to all teacher education graduate programs, i.e., all graduate programs leading to a Master of Science in Education (MSED), a Master of Science in Teaching (MST), or a Master of Arts in Teaching (MAT).

Admission is without regard to race, sex, color, creed, sexual orientation, national origin, disability or marital status. SUNY Cortland observes the guidelines for Title IX of the Education Amendments of 1972.

PROCEDURES

1. Submit this application with your Graduate Admissions Application to the Graduate Studies Office by the appropriate deadline listed on the Graduate Admissions Application.
2. Once the Graduate Studies Office receives all of the application materials required for the specific graduate program to which you are applying, your complete application is sent to the graduate coordinator of that program. The graduate coordinator then reviews your graduate application as well as this application. This application may also be reviewed by the teacher education coordinator and/or the department chair of the department housing the graduate program to which you have applied. In the event that this application is questionable, the graduate program coordinator, the department teacher education coordinator, or the department chair forwards this application to the Teacher Education Candidate Review Committee. If this application is not questionable, then your admission to the graduate program is determined by the quality of your graduate admissions application alone.
3. If this application is questionable, the Teacher Education Candidate Review Committee reviews it and makes its recommendation. If you are denied admission to a teacher education graduate program as a result of this review you will be notified of this decision in writing.
4. If you are denied admission to a teacher education graduate program as a result of a review by the Teacher Education Candidate Review Committee, you may file a written appeal with supporting documentation to the Appeals Committee. You will be notified in writing of the Appeals Committee's decision.

Possible grounds for appeal include: factual error; evidence does not justify decision; new information available regarding the situation that would directly impact the decision.

Requirements concerning good moral character*

- 1. Have you ever been convicted of a felony?..... Yes No
- 2. Have you ever been convicted of a misdemeanor?..... Yes No
- 3. Have you ever been convicted of a violation?
e.g. *underage alcohol possession, marijuana possession, noise violation*..... Yes No
- 4. Have you ever received a discharge from the Armed Forces of the United States
which was other than “honorable”? Yes No
- 5. Are you a registered sex offender?..... Yes No
- 6. Have you been found in violation of any provision of the SUNY Cortland *Code of Student Conduct*? Yes No
- 7. Have you ever been found in violation of the academic dishonesty policy at SUNY Cortland? Yes No
- 8. Have you ever been found in violation of the academic dishonesty policy at another institution? Yes No
- 9. Do you have a judicial record or violation of a code of conduct at another institution? Yes No
- 10. Have you ever been suspended/dismissed from any college/university for non-academic reasons? Yes No
- 11. Have you ever had an application for a teaching credential in New York or any other jurisdiction denied?.... Yes No
- 12. Have you ever had a teaching credential issued in New York or any other jurisdiction revoked, suspended,
annulled or otherwise invalidated? Yes No

If you answered yes to any of the above questions, please attach a separate sheet to your application with a detailed explanation, including dates, of each incident in question. Answering yes will not automatically exclude you from participation.

**NOTE: If during your enrollment at SUNY Cortland you are convicted of a crime and/or have any judicial or academic integrity violations, you must notify the Assistant Director of Graduate Studies at once. Failure to do so may result in your dismissal from the teacher education program. Failure to provide truthful information may result in your dismissal from the teacher education program and may result in academic dishonesty charges.*

I hereby attest to the accuracy of the information provided herein and grant my permission for review of this information by the graduate program coordinator, the department teacher education coordinator, the department chair, and members of the Teacher Education Candidate Review Committee. I further authorize release of my disciplinary records from any institution I have attended.

Applicant’s signature: _____ Date: _____

FOR OFFICE USE ONLY:		
Approval for entry to teacher education: <input type="checkbox"/> Approved for entry <input type="checkbox"/> Forwarded for review		
Signature: _____		Date: _____
<small>Department Chair or Graduate Program Coordinator or Teacher Education Coordinator</small>		
<hr/>		
Approval for entry to teacher education: <input type="checkbox"/> Approved for entry <input type="checkbox"/> Denied entry		
Signature: _____		Date: _____
<small>Chair of Teacher Education Candidate Review Committee (TECRC)</small>		
<hr/>		
If entry to teacher education is denied and the applicant appeals: <input type="checkbox"/> Approved for entry <input type="checkbox"/> Denied entry		
Signature: _____		Date: _____
<small>Chair of Appeals Committee</small>		
<hr/>		
Routing: Original: _____	Department	Copy: _____ TECRC
		Copy: _____ Student