

Bard Center for Environmental Policy

2010 | 2011 CATALOGUE SUPPLEMENT AND APPLICATION GUIDELINES

ADMISSION REQUIREMENTS

The Bard CEP graduate program is designed to prepare students for leadership positions in the environmental policy arena with in-depth knowledge and skills in qualitative and quantitative disciplines. Therefore, the first year of graduate course work is rigorous and requires prior course work in the following areas. Applicants to all degree programs should have college-level courses in algebra, chemistry, one additional physical science, and either statistics or calculus. Work experience, internships, and volunteering in the environmental field is also recommended for all degree-program applicants.

Master of Science and Professional Certificate in Environmental Policy

Because of the interdisciplinary nature of the program, there are no specific requirements concerning the applicant's prior field of study. However, applicants must have a bachelor's degree from an accredited institution before matriculation into Bard CEP. College course work should include precalculus or algebra and either statistics or calculus. The applicant should have successfully completed one college semester of chemistry and one additional physical science course. Recommended course work includes economics, political science, environmental studies, and courses in public policy. Students who lack any of the prerequisite course work are encouraged to apply for admission, and if accepted, will work with appropriate faculty to identify necessary courses to fill these gaps before entering the program.

For more information about the Bard CEP graduate program, curriculum, master's degree options, academic schedule, and degree requirements, please refer to our website, www.bard.edu/cep.

2010–2011 ADMISSION CALENDAR

February 1	Early admission deadline (including financial aid application/FAFSA)
March 22	Admission and financial aid decisions mailed to <i>early</i> admission applicants
April 1	Regular admission deadline (including financial aid application/FAFSA)
April 12	Deadline for responding to offer of <i>early</i> admission (including a nonrefundable \$500 deposit)
April 26	Admission and financial aid decisions mailed to <i>regular</i> admission applicants
May 10	Deadline for responding to offer of <i>regular</i> admission (including a nonrefundable \$500 deposit)
June 1	Federal Stafford Loan applications due at Financial Aid Office
July 30	First payment due (50 percent of account)
August 16	Registration, financial clearance
January 3	Balance of account due for spring semester

Dates may be subject to change

APPLICATION MATERIALS AND INSTRUCTIONS

For complete application instructions and links to the online application, please refer to the Bard CEP website, www.bard.edu/cep/admission/apply. Until all application materials are received, an application is considered incomplete and will not be evaluated. *Priority is given to applicants who submit their application with all supporting materials by the early deadline. There is no penalty, however, for applicants who submit their application by the regular deadline.* All completed applications are reviewed by the Graduate Admission Committee.

Early admission deadline: February 1, 2010

Regular admission deadline: April 1, 2010

All applicants are required to submit the following materials:

- Completed online application form
- Nonrefundable \$65 application fee
- Personal statement, written by the applicant, of not more than 600 words, addressing career interests in relation to an environmental policy issue or problem. Please include your name on each page.
- Sample of written work (for example, college research paper, published article, professional work such as briefs, information for media, grant proposals) with title and date of composition noted. Please include your name on each page.
- Curriculum vitae with your education, current and previous employment, computer skills, and experience, if any, in an environmentally related field
- Three letters of recommendation. Letters must be sent by the recommenders directly to the Bard Center for Environmental Policy on official forms, addressed to the Graduate Admission Committee, and signed across the sealed flaps. Please use the cover form provided at www.bard.edu/cep/letter_of_recommendation.pdf. Letters may also be submitted through the Embark online application system.
- Official transcripts from all postsecondary institutions in which you have been enrolled.
- Graduate Record Examination (GRE) scores. The Bard College school code is 2037. There is no departmental code. GRE scores are required of all applicants who completed undergraduate studies later than 2001. For applicants to the joint M.S./J.D. program, LSAT scores are acceptable in lieu of GRE scores.

All correspondence should be addressed to:

Bard Center for Environmental Policy

Graduate Program Admission

PO Box 5000

Annandale-on-Hudson, NY 12504-5000

International Students

The Bard Center for Environmental Policy welcomes students from outside the United States and recognizes the value of an international student body to enrich the learning experiences of all students and faculty. Non-native speakers of English must demonstrate proficiency in English and should take the Test of English as a Foreign Language (TOEFL). The Educational Testing Service (ETS) should send student TOEFL scores directly to the Bard Center for Environmental Policy. The Bard College school code is 2037. A minimum score of 600 on the written test, 250 on the computer-based test, or at least 100 on the Internet TOEFL is required for admission. Other evidence of English-language proficiency will be accepted only with the approval of the Graduate Admission Committee.

After the international student has been accepted into the program and paid the tuition deposit, visa documentation will be prepared. In order to receive the I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status, the student must submit a Declaration of Finances (available on the Bard College website, www.bard.edu/campus/international/applying/) with proof that funds from all sources will be sufficient to cover the costs of study in the United States for the first year in the program. Documentation of sufficient income to cover tuition, fees, housing, and maintenance may be in the form of an affidavit from a bank, an official scholarship or fellowship award letter, or a certification by parents or sponsors of their ability to provide the necessary funds. The I-20 Certificate of Eligibility and the supporting financial documents must be presented to the U.S. Consulate when the student applies for an F-1 visa.

TUITION AND FEES 2010–2011

For full-time students entering the first year of the program, the tuition for academic year 2010–2011 is \$29,254. For full-time second year students, tuition is \$19,553. If the master's thesis continues into subsequent academic years, the tuition is \$1,295 per semester. For candidates for the professional certificate program, tuition is \$29,254. An annual fee of \$250 for all students covers registration (\$100) and use of facilities (\$150). Graduating students are charged a fee of \$110 for preparations prior to graduation.

When an official leave of absence or approved deferral of admission is taken, a maintenance-of-status fee of \$500 per year is charged. Master's International Program students pay a one-time \$500 administrative fee to maintain student status while actively engaged in the Peace Corps assignment.

Schedule of Payments

On acceptance of the Center's invitation to join the program, new students pay a nonrefundable deposit of \$500. This deposit is due two weeks after notification of admission and financial aid decisions. The balance of tuition and fees for the academic year is billed in two equal installments. Billing statements reflect tuition, fees, and credits for scholarships, fellowships, and approved student loans. Payments are due by **July 30, 2010**, and **January 3, 2011**.

Delinquent accounts are subject to a late payment fee of \$100 and finance charges of 1 percent per month (or 12 percent per year). A student who has an outstanding debt to Bard College will not be allowed to register or receive a transcript of record, certification of academic credits, or degree.

Refunds

No refunds of any fees are made in the event that a student withdraws from the program after registration, except as herein specified. In no event is the deposit or housing payment refundable. In all cases, the student must submit to the Graduate Committee an official notice of intention to withdraw. The date of receipt of such a notice determines the amount of the refund. Students who officially withdraw before the first day of classes (start of Workshops) for the term in question are given a full refund, minus the nonrefundable deposit. If official withdrawal from the program occurs in the first week of classes or Workshops, 75 percent of tuition is refunded; within the second week, 60 percent; within the third or fourth week, 30 percent. After four weeks, no refunds are given. Fees for registration, student health insurance, and facilities are nonrefundable.

If a student who is receiving financial aid withdraws from the program, the award or loan is prorated. Institutional scholarships and fellowships are reduced by the same percentage as indicated in the tuition refund schedule above. Federal Stafford Loans are calculated according to the federal refund policy on the amount of the loan to be returned to the lender. A student who is considering withdrawal may wish to confer with the Office of Student Accounts and Office of Financial Aid concerning any anticipated refund and the amount of the federal Stafford Loan that Bard College must return to the lender. This amount has a direct bearing on the amount of refund, if any, that the College will provide the student. No refund is made in cases of suspension or expulsion.

FINANCIAL AID

The Bard Center for Environmental Policy is committed to assisting qualified students whose personal financial resources are insufficient to meet the expenses of graduate study. Financial assistance is available in the form of a limited number of merit-based fellowships and need-based institutional scholarships and federal, state, and private loans and grants. Financial aid is awarded on the basis of achievement and promise as well as financial need, according to criteria determined annually by the Office of Financial Aid of Bard College using the student's Free Application for Federal Student Aid (FAFSA) data (for U.S. applicants). Awards are made without regard to sex, sexual orientation, race, color, age, marital status, religion, ethnic or national origin, or handicapping conditions.

All applicants are strongly encouraged to research external sources of funding and to apply for scholarships and grants that will support the costs of tuition and living expenses of the program, including the internship and master's thesis research. International applicants are encouraged to seek support for educational expenses from their governments, foundations, or private agencies. External awards can be held concurrently with a Bard CEP award.

For complete financial aid application instructions and links to the application forms, please refer to www.bard.edu/cep/admission/financial-aid.

Fellowships and Scholarships

Fellowships are awarded by the Graduate Committee on a competitive basis to students who show uncommon promise and commitment to graduate studies in environmental policy. These awards are given to incoming and returning full-time students on the basis of merit and need. Fellowships and scholarships

range from \$2,000 to \$10,000 per year, and may be given in combination with campus employment, federal loans, and the New York State Tuition Assistance Program (TAP). An applicant's financial need relative to the cost of the degree program is determined from data submitted on the FAFSA form (for U.S. applicants). All admitted students are considered for fellowships; no application is necessary. Fellowships are reviewed yearly and are not automatically renewed.

Application Procedure

Application for financial assistance must be made annually. Students in default of a federal student loan or owing a refund on a federal grant are not eligible for federal financial aid. Financial assistance is not automatically renewed for the second year of the program. Students completing the first year must reapply by May 1 in order to be considered for any form of financial assistance in the second year, whether a fellowship, loan, or grant.

U.S. Citizens All students who are U.S. citizens seeking financial aid should complete the FAFSA form, available online at www.fafsa.ed.gov or by request from the Bard Office of Financial Aid (845-758-7526). All U.S. applicants must submit a FAFSA application in order to be considered for a Bard CEP fellowship or to receive financial aid from Bard. If you do not submit your FAFSA by the required deadline, you may still be eligible for student loans, but you may not be eligible for scholarships and fellowships from Bard CEP. For questions regarding financial aid and student loans, please visit the Bard College Office of Financial Aid online at www.bard.edu/financialaid.

Non-U.S. Citizens International applicants are not eligible for financial assistance from the U.S. government but may qualify for other sources of aid, including Bard CEP fellowships. International applicants seeking financial aid should fill out the International Student Financial Aid Application and Certification of Finances, both available at www.bard.edu/financialaid/international or by request from the Bard Office of Financial Aid (845-758-7526).

Federal Stafford Loans

After the FAFSA has been filed, a student is eligible to borrow through the Stafford Loan program. Stafford Loans are available as subsidized or unsubsidized loans. To qualify for a subsidized loan, a student must demonstrate financial need. The federal government pays the interest on the subsidized loan while the student is enrolled; the student begins repaying the loan principal and paying interest six months after enrollment ends. In the case of an unsubsidized loan, a student may qualify regardless of financial need. The student is responsible for paying interest charges on the unsubsidized loan while enrolled in the graduate program. Interest payments begin 60 days after the loan is disbursed. Repayment on the loan principal begins six months after the student ceases to be enrolled. Payments of interest and principal on an unsubsidized loan may be deferred, but interest will accrue and compound. A student must first apply for a subsidized loan before applying for an unsubsidized loan.

A student may be eligible to borrow up to \$8,500 annually through the subsidized Stafford Loan program. The student may be eligible for a supplemental, unsubsidized Stafford Loan (in addition to the \$8,500 of the subsidized Stafford Loan) of up to \$12,000 annually. The total amount of assistance cannot exceed the annual cost of the graduate program. An origination fee of 3 percent and a loan warranty fee of 1 percent are deducted from the proceeds of all loans. The procedure for filing a loan is explained when the student is notified of eligibility. Loans are disbursed in two equal payments, one each semester, provided all Office of Financial Aid requirements have been fulfilled. Electronic disburse-

ments are credited to the student's account when they are received. Check disbursements are sent to the Office of Student Accounts; the student must sign the loan check before it can be credited to his or her account. If the check is not signed within a designated period, the Student Accounts Office is obliged to return it to the lender for cancellation. In such a case, the student becomes responsible for the entire account balance and is charged a \$100 penalty fee for late payment and duplication of the loan-disbursement procedure. For more information, contact the Office of Financial Aid.

Federal Graduate PLUS Loans

Students may access the Federal Graduate PLUS Loan Program to pay for the cost of education not covered by other financial aid. This loan is guaranteed by the federal government and may be deferred while the student is enrolled at least half-time. A credit check is required. These loans are disbursed in the same way as the Federal Stafford Loan.

MEDICAL RECORDS AND HEALTH INSURANCE

All students are required to complete a health packet, **prior to arrival at Bard**, that includes documentation of a recent physical examination and thorough immunization records. New York State law requires that all students born after January 1, 1957, provide proof of immunization against measles, mumps, and rubella. Additionally, students must be provided information about meningococcal meningitis and must either document having received the vaccine or sign a waiver declining it.

Bard College requires that students either purchase the College's basic health insurance plan or provide proof of alternate coverage. Details about the College's insurance package will be provided to all accepted students. For information about immunization requirements and health insurance, contact the Student Health Service at 845-758-7433 or healthservice@bard.edu.

ACCOMMODATIONS AND MEAL PLANS

There is limited campus housing for graduate students. Apartments and houses for rent can be found near the Bard College campus, and Bard CEP assists students in finding housing. For students wishing to live in a dorm, a new addition to Robbins House includes a wing for graduate students. The graduate rooms (about 110 square feet in size) are designed for single occupancy and equipped with private bathrooms, self-controlled thermostats for heat and air conditioning, and Ethernet hookups. Each room is fully furnished. Each floor has one handicapped-accessible room. Many rooms have spectacular views of the Catskill Mountains. The graduate wing has a private entrance (card access is required) that opens onto an atrium housing a graduate lounge with Internet access. The cost of each room was \$5,676 for the 2009–2010 academic year. Dormitory housing during workshops and during the winter break carries an additional cost; in 2009–2010 this cost was \$22 per day.

Graduate students may purchase a meal plan, but are not required to do so; board for the 2009–2010 academic year was \$5,624. Alternatively, graduate students may purchase a prepaid credit card that can be used during the academic year at Bard College dining facilities. No refunds of housing payments are given for students who withdraw after the start of Workshops and classes.

ACCREDITATION

Bard College is accredited by the Commission of Higher Education of the Middle States Association of Colleges and Schools and is a member of the Association of American Colleges, College Entrance Examination Board, American Council on Education, Associated Colleges of the Mid-Hudson Area, and Education Records Bureau. The Bard program of study leading to the master of science degree is registered by the New York State Education Department, Office of Higher Education and the Professions, 89 Washington Avenue, 2 Mezzanine West, Education Building, Albany, NY 12234; 518-474-3862; www.highered.nysed.gov.

EDUCATIONAL RIGHTS AND PRIVACY ACT

Bard CEP complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act assures students attending a postsecondary institution of their right to inspect and review certain of their educational records and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students have the right to file complaints with the Family Educational Rights and Privacy Office, U.S. Department of Education, Washington, D.C. 20202-4605. College policy relating to the maintenance of student records is available on request from the Office of the Registrar, Bard College, PO Box 5000, Annandale-on-Hudson, NY 12504-5000.

NOTICE OF NONDISCRIMINATION

The Bard Center for Environmental Policy does not discriminate in education, employment, admission, or services on the basis of sex, sexual orientation, race, color, age, religion, ethnic or national origin, or handicapping conditions. This policy is consistent with New York State mandates and with governmental statutes and regulations, including those pursuant to Title IX of the Federal Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Questions regarding compliance with the above requirements and requests for assistance should be directed to the Vice President for Administration, Bard College, PO Box 5000, Annandale-on-Hudson, NY 12504-5000.

ADMINISTRATION AND BOARD

Bard Center for Environmental Policy

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Josephine French, *Assistant to the Director and Program Administrator*
Molly Williams, M.S. '08, *Admissions, Marketing, and Recruiting Coordinator*

Graduate Committee, 2009–2010

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Bard College

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