

## ADMISSION

The Bard Center for Environmental Policy (Bard CEP) seeks motivated students who are dedicated to creating effective environmental policy. Students are accepted into the graduate program based on an assessment of various components: record of academic achievement, letters of reference, work and career experiences, voluntary activities, and professional goals. Because of the interdisciplinary nature of the program, no specific requirements are set concerning the applicant's prior field of study. All students are required to have completed the following college course work prior to matriculating at Bard: statistics, college algebra or the equivalent, chemistry, and one physical or biological science course (e.g. biology, physics, chemistry, or geology). Climate Science and Policy applicants are also required to have taken one semester of calculus in college. Students lacking the prerequisite course work are encouraged to apply for admission; if accepted, they will work with the CEP Admission Office to identify appropriate courses to fill these gaps before they enter the program.

*For questions concerning admission and financial aid, please contact the Bard CEP Graduate Admission Office at 845-758-7071 or cep@bard.edu.*

## 2011–2012 ADMISSION CALENDAR

<b>January 15, 2011</b>	<b>Early admission deadline</b> and priority deadline for fellowship consideration
<b>Early to mid February</b>	Notification to applicants of admission and financial aid decisions
<b>Two weeks after notification of admission</b>	Deadline for responding to offers of admission and financial aid decisions, including payment of nonrefundable \$500 tuition deposit
<b>March 15</b>	<b>Regular admission deadline</b> and final deadline for fellowship consideration
<b>Early to mid April</b>	Notification to applicants of admission and financial aid decisions
<b>Two weeks after notification of admission</b>	Deadline for responding to offers of admission and financial aid decisions, including payment of nonrefundable \$500 tuition deposit

## APPLICATION REQUIREMENTS

### Application Materials and Instructions

All completed applications are reviewed and considered by the Graduate Admission Committee. An application is considered incomplete and will not be reviewed until all the materials below have been received by our office. Please refer to our website for links to the online application, at [www.bard.edu/cep/admission/apply](http://www.bard.edu/cep/admission/apply).

**Early deadline: January 15, 2011**

**Regular deadline: March 15, 2011**

All correspondence should be addressed to:

**Bard Center for Environmental Policy**

**Graduate Program Admission**

**PO Box 5000**

**Annandale-on-Hudson, NY 12504-5000**

All applicants are required to submit the following materials:

- Completed application form
- Personal statement, of not more than 800 words, expressing your professional and educational goals, and how you feel the Bard Center for Environmental Policy program will help you achieve them. You may include other motivations for pursuing admission to the Bard CEP graduate program.
- Sample of written work, such as a college research paper, published article, professional briefs, information for media, or grant proposals, of not more than 3 pages, with the title and date of composition noted.
- Curriculum vitae or résumé. Please include dates of employment and positions held, along with a brief description of your responsibilities; significant volunteer experience; and a list of any original work, such as publications, reports, or research.
- Three letters of recommendation. Recommendations from academic and professional sources who can comment on your academic engagement, leadership and communication skills, and career aspirations are preferred.
- Official transcripts from all postsecondary institutions in which you have been enrolled. Please send your official transcripts directly to the Bard Center for Environmental Policy. Bard CEP is not responsible for transcripts sent to other departments at Bard College.
- Graduate Record Examination (GRE). The Bard College school code is 2037. There is no department 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.
- Official TOEFL or IELTS scores are required for students whose native language is not English.
- \$65 application fee

## Non-Native Speakers of English

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) or the International English Language Testing System (IELTS). Official scores should be sent directly to Bard College. The school code is 2037; there is no department code. A minimum score of 100 on the Internet-based TOEFL and an IELTS score of at least 7 is required for admission. Other evidence of English-language proficiency may be required in some instances, such as an online video interview with 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 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. (Please also submit a copy of your passport identification page, which includes your full name as it will appear on your visa.) 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

Tuition and fees for the 2011–2012 academic year will be available in early November 2010 and will be posted at [www.bard.edu/cep/admission/tuition](http://www.bard.edu/cep/admission/tuition). Amounts below are subject to change.

First-year M.S. and professional certificate students' tuition and fees 2010–2011  
Tuition: \$29,254  
Registration fee: \$100  
Facilities fee: \$150

Second-year M.S. students' tuition and fees 2010–2011  
Tuition: \$19,553  
Graduation fee: \$110  
Registration fee: \$100  
Facilities fee: \$150

Expenses vary among students; however, we estimate student living expenses at \$9,800 to \$14,100 for the academic school year.

Housing and food: \$8,000 – \$10,000  
Books and supplies: \$300 – \$600  
Travel and personal expenses: \$1,500 – \$3,500

## 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 on August 1, 2011, and January 2, 2012.

## 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. Bard CEP offers financial assistance in the form of fellowships, research assistantships, and student loans. 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. 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 tuition costs 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 fellowship award.

**Applying for Financial Aid (U.S. Citizens)** All incoming and returning students who are U.S. citizens seeking financial aid should complete the FAFSA form, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by request from the Bard College Office of Financial Aid (845-758-7526). For incoming students, the FAFSA should be submitted by the admission deadline that applies to you (e.g., if you apply by the January 15 deadline, you should also submit your FAFSA by January 15). 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. Current Bard CEP students wishing to reapply for financial aid must submit a FAFSA by May 1 in order to be considered for any form of financial assistance in their second year. For questions regarding financial aid and student loans, please visit the Bard College Office of Financial Aid online at [www.bard.edu/financialaid](http://www.bard.edu/financialaid).

**Applying for Financial Aid (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 online at [www.bard.edu/financialaid/international](http://www.bard.edu/financialaid/international) or by request from the Bard College Office of Financial Aid (845-758-7526).

## Types of Financial Assistance

The Graduate Committee awards fellowships to students who show uncommon promise and commitment to graduate studies in environmental policy. The Bard CEP fellowship awards are given to incoming and returning full-time

students 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. More than 90 percent of Bard CEP students receive some form of financial assistance. Fellowships are reviewed yearly and are not renewed automatically.

Applicants are also encouraged to investigate other sources of financial assistance. Many states sponsor loan programs. Commercial banks also offer private loans for students. Grant monies are available from a number of national organizations and private corporations that support education at the graduate level.

***Bard-AmeriCorps Fellowship*** Awarded to one or more exceptional AmeriCorps volunteers who have successfully completed their term of service, this fellowship assists public service-oriented individuals in continuing their work as professionals in environment-related fields through advanced educational training in the Bard CEP graduate program. This fellowship is worth at least 30 percent tuition remission.

***Nancy Mathews '64 Internship Fund*** This fund offers assistance to a student who accepts an unpaid internship in the nonprofit or public sector. Priority is given to applicants for an internship in the greater Hudson Valley who have demonstrated efforts to secure external funding for the internship. The fund honors the memory of Bard graduate Nancy Mathews, a lifelong environmentalist with deep roots in Upstate New York and the Hudson Valley. A naturalist and enthusiastic birder, she approached environmental problems with careful research, attention to the many dimensions of an issue, and an infectious sense of excitement. A major contributor to the fund is the Lawson Valentine Foundation, in support of students accepting unpaid internships in the nonprofit sector.

***Milners Fund Fellowship*** The Milners Fund Fellowship in Population Studies is awarded each year to a student who demonstrates outstanding ability and serious commitment to the study of the environment and related aspects of human population growth and demographic dynamics.

***Returned Peace Corps Volunteer Fellowships*** Bard CEP provides partial tuition fellowships, worth at least 30 percent tuition remission (more than \$14,000 over two years at current tuition rates), to all returned Peace Corps volunteers (RPCVs) admitted to the Bard Center for Environmental Policy. Applicants must provide verification of their Peace Corps service at the time of their application in order to waive the application fee.

***TAP*** The New York State Tuition Assistance Program (TAP) provides nonrepayable grants of up to \$550 annually to New York State residents enrolled in a New York State graduate school. Awards are based on the net New York State taxable income and number of full-time college students in the family. Graduate student eligibility may depend on the amount of funds allocated by the state in a given year. Students applying for a TAP award submit the FAFSA to the federal processor; then a TAP application is sent to the student. Bard CEP's college code for the TAP application is 5745. For further information about TAP, visit the New York State Higher Education Services Corporation website at [www.hesc.com/bulletin.nsf](http://www.hesc.com/bulletin.nsf).

***Teaching and Research Assistantships (TA/RA positions)*** A limited number of teaching and research assistantships are available each year, awarded on a competitive basis. Applicants are notified during the admission process if they are being considered for a TA/RA position. Students are required to work a limited number of hours per week in these positions, gaining invaluable professional experience in a range of topics. Students who are offered an RA or TA position are not required to take it.

***Federal Direct Loan*** Students who are citizens or permanent residents of the United States and who file a FAFSA are eligible to borrow through the Federal Direct Loan program, which provides subsidized and unsubsidized loans. Eligible students may borrow up to \$8,500 annually through a Federal Direct Loan. Eligible graduate students may also take out a supplemental, unsubsidized direct loan of up to \$10,000 annually in addition to the basic subsidized or unsubsidized direct loan awarded, provided the total amount of assistance does not exceed the graduate program's annual cost.

The loan is subsidized when the student demonstrates financial need according to a federal formula that ascertains the difference between the budgeted educational expenses and the student's financial strength. In those cases, the federal government pays the interest on the loan while the student is enrolled in school; repayment of the loan principal and remaining interest begins six months after the student ceases to be enrolled on at least a half-time basis.

An unsubsidized Federal Direct Loan does not require demonstration of financial need. The student begins paying interest charges on the loan while enrolled in school; repayment on the loan principal begins six months after the student ceases to be enrolled at least half-time.

Loans are disbursed in two equal payments, one each semester, provided all Bard Financial Aid Office requirements have been fulfilled. Electronic disbursements are credited to the student's account when they are received. Check disbursements are sent to the Student Accounts Office; 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 Financial Aid Office.

***Federal GradPLUS Loans*** Graduate students can now access the Federal 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 Direct Loan.

## 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](http://www.highered.nysed.gov).

### **Educational Rights and Privacy Act**

The Bard Center for Environmental Policy 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 Bard 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. Bard 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.

## MEDICAL RECORDS AND HEALTH INSURANCE

All Bard CEP 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 all students either purchase the College's basic health insurance plan or provide proof of alternate coverage. Details about Bard College's insurance package is 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](mailto:healthservice@bard.edu).

## GRADUATE HOUSING

Limited campus housing is available for graduate students. Apartments and houses for rent can be found near the Bard College campus, and Bard CEP assists students in finding housing in the surrounding area. In 2010–2011, 30 graduate rooms were available on campus in three different housing styles: single-occupancy dorm rooms with private bathrooms; a suite-style building with three bedroom units equipped with a kitchen, common room, and bathroom; and a six-bedroom house. All buildings have thermostats for heat and AC, and Ethernet (wireless and RJ-45 jacks). Each room is furnished with a bed with a two- or three-drawer dresser, a desk with a carrel, and a desk chair. Handicapped-accessible rooms are available for graduate student use. Any specific needs should be noted on the Graduate Housing Profile form. The cost of each room was \$6,232 for the 2010–2011 academic year. Dormitory housing during the Workshops and the winter break carries an additional cost; in 2010–2011 this cost was \$22 per day. No housing payment refunds are given for students who withdraw after the start of the Workshops.



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