

✧ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

ACADEMIC POLICIES, STANDARDS, AND INFORMATION ✧

Academic Advisement

Students who have declared a major are assigned advisors by their academic departments. Students who have not yet chosen a major are advised by selected members of the faculty and staff. The academic advisor assists students in choosing courses, in understanding college policies and procedures, in learning about and utilizing college services and resources, and in fulfilling their educational and professional goals. The responsibility to meet the requirements for graduation at the intended graduation date, both with respect to selecting courses and to completing them satisfactorily, rests with the student.

Pre-Professional Advisement: Students interested in pre-professional areas (e.g., pre-law, pre-med, etc.) should consult the assistant to the vice president for academic affairs/director of academic advising for the names of appropriate faculty or advisory committees.

Academic Honesty Policy

Academic honesty is essential to the intellectual health of the university and the ideals of education. SUNY Plattsburgh expects students to be honest and to conduct themselves with integrity in all aspects of their relationship with the college (e.g., application, transfer evaluation, academic progress review, and credit and non-credit bearing experiences, including regular course work, independent studies, internships, practica, student teaching, and interactions with faculty, staff, and students). Academic dishonesty adversely affects the educational function of the college and undermines the integrity of its programs. Dishonest conduct includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, forgery, and alteration of records, along with any lying, deceit, bribery, coercion, or intimidation for the purpose of influencing a grade or for any other academic gain. Submitting one's work originally completed for a different class is also dishonest unless the current instructor has agreed in advance to accept such a resubmission or reuse of academic work.

Action against a student determined to have violated the academic honesty policy can range from a reduction of the grade on an assignment, through failure of a course, to suspension or even dismissal from the academic program, the department, or the college. A student who is charged with academic dishonesty will be afforded due process through the College Judicial System. (See *Procedures for Addressing Suspected Academic Dishonesty*, available at deans' offices and at www.plattsburgh.edu/offices/academic/provost.)

Academic Honor Code

All members of the SUNY Plattsburgh community affirm our belief in honesty, trust, and respect for others. Therefore, we affirm our support for academic honesty in our personal conduct and in our responsibility toward this institution.

Academic Progress Standards

Students are expected to make satisfactory progress toward the completion of a degree in order to remain in good academic standing. For this purpose, good academic standing shall mean that a matriculated student is eligible for, or has been allowed to register for and undertake, academic course work for the semester in question. Students in good standing may also be on academic probation.

Students whose cumulative grade point average falls below 2.0 are subject to academic dismissal from the college. Based on review of their academic record and submission of an appeal, they may be allowed to continue at SUNY Plattsburgh on academic probation, or they may be academically dismissed. Students who are academically dismissed and who raise their cumulative GPA to 2.0 or above by attending winter or summer session(s) at SUNY Plattsburgh may request to be considered for readmission for the following semester.

Students who are academically dismissed may not undertake coursework at SUNY Plattsburgh during the following semester (fall or spring). Permission to take courses as a non-matriculated student during the semester following dismissal may be granted through the Office of the Provost and Vice President for Academic Affairs because of extenuating circumstances. After one semester's dismissal, students may apply for readmission for any subsequent semester, or they may take courses as a non-matriculated student (whereby the grades count toward the Plattsburgh GPA).

Students are also reviewed each semester in order to determine their eligibility to be funded by certain financial aid programs. (See the Financial Aid section of this catalog.) Eligibility for financial aid funding does not guarantee that a student who fails to meet academic progress standards will be allowed to continue to attend the college.

Assessment

To determine the success of academic and co-curricular programs, students are expected to participate in college and departmental assessment activities, such as interviews, surveys, portfolios, and tests of skills and knowledge. The information obtained from these assessments will be used to improve curricula, teaching, and co-curricular programs; individual students' results will be kept in strictest confidence. Information may be obtained from chairpersons or the provost/vice president for academic affairs, Kehoe second floor.

Auditing Courses

Students may audit courses on a space available basis if they have the permission of course instructors. Students who audit shall attend courses without working for or expecting to receive a grade or formal credit. Students who wish to receive an audit grade must follow the regular procedure of course registration.

Class Attendance

Students are expected to attend classes regularly as part of their responsibility for their education, and they will be held responsible for all class work missed regardless of the reasons for their absences. The standards of attendance are set by instructors for their own courses in keeping with the standards and policies of the college and their departments. Each instructor shall state in writing to students, at the beginning of each course, the attendance requirements of that course.

Excused absences from class may only be granted by the instructor for his or her particular class. The instructor is vested with the authority to make the ultimate decision on whether or not to accept a student's excuse for planning to miss classes (or for having missed classes) — with one exception; refer to the section on Education Law 224-A concerning students unable because of religious beliefs to attend classes on certain days.

In emergency situations such as a death in the family, serious illness, or other unforeseen occurrence, a student who does not have time to notify his or her instructors may contact the Office of the Vice President for Student Affairs, Kehoe 606, 518-564-2280. That office will notify faculty of the situation affecting the individual student. Such notification should not be construed as authorization for the student to miss class. Any notification sent by an administrative office is merely a courtesy extended to the student to assist in a crisis situation. Routine requests by students to be excused from classes (to attend a family wedding, for longstanding medical appointments, etc.) must be made directly to the instructor.

Class Level

The student's class level is based upon the number of credits earned toward graduation at any given time. The number of credits and levels are as follows:

<i>Lower Division:</i>	Freshman	1 - 27 credits
	Sophomore	28 - 56 credits
<i>Upper Division:</i>	Junior	57 - 84 credits
	Senior	85 + credits

Consumer Complaint Process

Section 494C (j) of the U.S. Higher Education Act of 1965, as amended, provides that persons have the right to file a written complaint if they believe they have been aggrieved by an institution of higher learning.

In New York state, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional program or the general welfare of its students.

SUNY Plattsburgh has established an internal procedure to accommodate such complaints. Specific information about the regulation and the procedure, as well as complaint forms, are available in the Office of the Vice President for Student Affairs, Kehoe 606.

Course Challenge

Students may request a course challenge examination/evaluation if they are enrolled in the course to be challenged and have filed an application prior to the end of the fourth week of class.

Students may not challenge a course twice, or challenge courses in which they already have received a grade (including I, W, WC and AU). Credit earned by course challenge is recorded on the student's transcript by the grade PC (pass by challenge).

A list of courses which, because of their nature, content, or length, may not be challenged is available in the appropriate dean's office. Courses which offer regular proficiency examination/evaluation are not generally open to challenge.

Course Registration

Information regarding procedures, dates, and times for course registration is published on the SUNY Plattsburgh Web site under "Register for Courses" www.plattsburgh.edu/register. Students register for classes during designated registration periods. A \$40 late registration fee is charged if students do not adhere to registration deadlines.

Students are responsible for the accuracy of their registration. Full-semester courses may be dropped from a student's schedule within the first seven calendar days of the semester without notation of the dropped course(s) appearing on the student's record. (In the case of courses that are less than full semester, see *Registration Guidebook* available at www.plattsburgh.edu/register for dates.) Thereafter, *Course Schedule Adjustment Forms* must be approved and submitted to the Registrar's Office for processing. (See below.) Nonattendance does not remove tuition liability; students must either drop within the defined drop period, or officially *withdraw* from a course if they do not wish to remain enrolled in it.

Registration is not valid until all financial obligations with the college have been met. The college reserves the right to withdraw a student for failure to meet the designated deadlines for registration and/or fee payment. Registration may also be denied for lack of prerequisites, for failure to comply with Health Center regulations, or for disciplinary action.

Course Withdrawal

For full-semester courses, commencing on the eighth calendar day of the semester (fall and spring) and ending at midnight on the Friday of the 10th week (fall and spring semesters), a student who submits a completed *Course Schedule Adjustment Form* may withdraw from any class, after consultation with his/her course instructor and advisor and payment of a \$20 course withdrawal fee. In the case of courses that are less than full semester, the student may withdraw from a class through the course schedule adjustment process until the midpoint of the course. The course withdrawal fee will apply at a point equivalent to the beginning of week two of a full semester. (The Registrar's Office may be consulted, as needed, for precise dates.)

✂ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

The academic record will indicate a grade of W, which is not computed into the grade point average.

Course withdrawal is not normally allowed after the published withdrawal date. In extraordinary circumstances, however, or circumstances out of the student's control, a student can appeal for a late course withdrawal to the dean under whose jurisdiction the course is offered. Extraordinary circumstances include such things as serious illness or a death in one's immediate family. Poor academic performance is not considered an extraordinary circumstance. Appeals for late course withdrawal must be accompanied by documentation of the extraordinary circumstance. (These appeals must be submitted on or before the last day of the semester.)

The effective date of the course withdrawal will be the last date of attendance if the *Course Schedule Adjustment Form* is received by the Registrar's Office within seven days of the last day of attendance. Otherwise, the effective date of course withdrawal will be the date the form is received by the Registrar's Office.

Course withdrawal may affect tuition liability and other charges and the student's financial aid eligibility or grace period repayment, medical insurance coverage, athletic eligibility, and timely completion of degree requirements. Students who withdraw from all courses through the course withdrawal process will be officially withdrawn from the college and relinquish the right to use all college services and privileges.

Credit by Examination

In accordance with SUNY policy, students enrolled at Plattsburgh may apply up to 30 credits earned through published subject examinations toward the fulfillment of baccalaureate degree requirements. This guarantee of credit for published examinations applies to the College-Level Examination Program (CLEP) and the New York State College Proficiency Examination Program. Credit earned through these programs will be treated as transfer credit and will be subject to provisions specified under Credit by Examination in the Admissions section of this catalog.

It is the student's responsibility to complete the appropriate form and to get prior approval for credit evaluation. The student is also required to apply for the examinations, to pay appropriate testing fees, and to have the official test results forwarded to the Registrar's Office. Final approval of credit will be made only after receipt of the official scores. Information about these examinations may be obtained from the Office of College Proficiency Examination Program, State Education Department, Albany, New York 12206, or from College-Level Examination Program, College Entrance Examination Board, Box 1822, Princeton, N.J. 08540. For information about local administration of CLEP, DANTES, and other tests, call 518-564-2080.

Credit Hour System: Time Commitment Expectation

SUNY Plattsburgh uses the credit hour system in determining course value toward degree requirements.

Under this system, a course which meets one hour each week for one semester is worth one credit hour (or one semester hour of credit) toward graduation. Most courses meet the equivalent of three hours per week and are therefore worth three credit hours. Students can expect the outside-of-class study time requirement to be a minimum of two to three hours for each hour of class. Thus, students can plan that each three-credit course will require at least six to nine hours per week of work outside of class.

A minimum full-time academic work load is 12 credit hours per semester; the average load for undergraduates is 15-16 credits. The maximum number of credits for which undergraduate students may enroll without special permission during fall and spring semesters is 18. To take 19-23 credits per semester (or 16-18 credits in all sessions of one summer or 8-9 credits in winter session), students must have a 3.0 cumulative GPA and file with the Registrar's Office an *Authorization to Register for Credit Hour Overload* form that has been approved by the student's advisor, chairperson, and dean of their primary major. A minimum cumulative GPA of 3.5 is required in order to apply for authorization to take over 23 credits in spring or fall, over 18 credits in all sessions of one summer, or over 9 credits in winter session.

Cross-Registration Guidelines

A cooperative arrangement permits full-time, matriculated, undergraduate students at SUNY Plattsburgh to cross-register for a maximum of two courses per year at other colleges with which we have a cross-registration agreement. Cross-registration enrollments at these colleges must be in courses not available or not accessible to the student at SUNY Plattsburgh. This program is available during the fall and spring semesters only. SUNY Plattsburgh students who plan to cross register must pay full-time tuition and fees and register for at least half of their academic load at SUNY Plattsburgh. No extra tuition charge is assessed, but students are responsible for any fees that may be required by the host institution for a particular course. Credits and grades earned through cross registration are recorded on the academic record, and they are calculated in the grade point average. Credits earned through cross registration also apply to the residency requirements. Students must have approval to cross register from their advisor and the chairperson (or designee) of their major department. Cross registration is dependent upon seat availability at the host institution, and registration, add/drop, and course withdrawal dates and procedures of the host institution must be followed. Cross-registration forms may be obtained at SUNY Plattsburgh's Registrar's Office, Kehoe 306 or online at www.plattsburgh.edu/register/.

Dean's List

To be eligible for the Dean's List, a student must achieve a minimum 3.5 semester grade point average, with at least 12 credit hours graded A through E. A part-time, matriculated student is eligible for the Dean's List after accruing 12 credit hours (graded A through E) over

more than one semester in consecutive matriculated status, and achieving a 3.5 GPA. To be eligible for the Dean's List again, the part-time student must accrue an additional 12 credit hours (graded A through E) over more than one semester in consecutive matriculated status, with a 3.5 GPA.

Degree Requirements

In addition to completing an academic major and general education requirements, candidates for bachelor's degrees must also meet a number of other degree requirements. (See the Academic Plan section in this catalog.)

Developmental Courses

Courses which are developmental or remedial in content are identified in the online Banner *Master Schedule* by a "0" first digit in the course number (i.e., MAT 099). Credit for developmental courses does not count toward graduation, and grades earned are not computed into the student's cumulative GPA. The credit does count toward the student's total semester credit load.

Double Majors

Students who wish to double major must complete all specific requirements of both majors, including any required concentrations. Courses taken to complete a second major may also count in any category of the general education program. The advanced writing course is a major requirement within each major; therefore, students with double majors will take two advanced writing courses. Double majors may only be declared in two separately registered degree programs, e.g., history and marketing. Double majors may not be declared in study options within a registered degree program, e.g., Art (Art History) and Art (Art Studio).

Double major work must be done in consultation with an advisor from each academic program. Only one degree (B.A. or B.S.) is awarded. Students matriculated at SUNY Plattsburgh may not pursue two baccalaureate degrees simultaneously but may complete double majors. Students desiring a second baccalaureate degree may subsequently pursue such a degree upon approval of the Admissions Office. (See the Admissions section of this catalog.)

Education Law

The Education Law of the State of New York requires the college to publish the following section of the law, verbatim, as adopted, in this catalog.

224 – A. Student unable because of religious beliefs to register or attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her 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.
3. 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 his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she 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 the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register 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 or registration held on other days.
5. 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 any student because of his or her availing himself or herself of the provisions of this section.
6. 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 his or her rights under this section.
- 6a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she 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 such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York,

✚ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

Educational Records

As defined by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, educational records are, with certain exceptions, records maintained by SUNY Plattsburgh with a student's name or students' names on them. These include files, documents, and materials in whatever medium (i.e., electronic, handwritten, print, tape, film, microfilm, microfiche) which contain information directly related to students and from which students can be individually identified. The permanent and official cumulative academic record for each student is maintained by the Registrar's Office. The Registrar's Office also maintains official documents relating to the student and may include information supplied to the college at the time of admission and copies of letters related to academic or disciplinary action taken against the student. Other college offices, such as financial aid, health service center, career development center, campus life, academic deans' offices, etc., maintain information that is necessary to provide services or assistance to students, or information that is necessary for the administration of various programs. Incidental and official files may also be kept by faculty, advisors, and chairpersons.

Directory Information, as defined by FERPA, is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. SUNY Plattsburgh hereby designates the following categories of student information as public or directory information which may be disclosed by the college for any purpose, at its discretion: student's full name; email address; local and home addresses; local and home telephone numbers; date of birth; major field of study; name of academic advisor(s); class level; dates of attendance; degree(s) and award(s) received; most recent previous public or private school attended by student; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, written notification must be received in the Registrar's Office. Forms requesting the withholding or subsequent release of directory information are available in the Registrar's Office, Kehoe 306.

SUNY Plattsburgh assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Notice to Students: Annually, SUNY Plattsburgh informs students of the Family Educational Rights and Privacy Act (FERPA or Buckley Amendment). This act, with which the college complies fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students (including former students) also have the right to file complaints with FERPA concerning alleged failures by the college to comply with the act.

Student Records Policies and Procedures explains the procedures used by the college for compliance with the provisions of the act. Copies are available in the following offices: College President, Hawkins 159; Provost/ Academic Vice President, Kehoe, 2nd floor; Dean-Arts and Science, Hudson 101; Dean-Education, Health, and Human Services, Sibley 400; Dean-School of Business & Economics, Redcay 110; Registrar, Kehoe 306. These offices also maintain a directory which lists all types, locations, and custodians of students' education records maintained by Plattsburgh.

Release of Student Information: The following is the policy of control of student academic information:

1. A *school official* is defined as a person employed by or doing volunteer work for the college in an administrative, supervisory, legal, academic, or support staff position (including the law enforcement and health center staff); a person or entity with whom the college has contracted (such as College Auxiliary Services, an attorney, collection agent, or auditor); a member of the College Council or Board of Trustees; and student members of campus disciplinary proceedings. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities.
2. With a few exceptions provided by law, only the information listed as directory information may be released to anyone who is not a school official, as defined above, with a legitimate educational interest in the requested information.
3. No further information will be released without the written consent of the student. Absolutely no transcript of a student's record will be released outside the college without the student's signed authorization, and no information concerning a student's grades will be given over the telephone.
4. The student's written consent is not required for the disclosure of grades, disciplinary action, and other information to parents who have established that student's status as a dependent (IRS Code of 1954, Section 152). If proof of dependency is not available in the student's financial aid records, parents

requesting information must submit their request in writing and provide proof of legal dependency, as defined by Federal Income Tax laws, or provide written consent from the student.

Right to File a Complaint: Any student alleging failure of the college to comply with the Family Educational Rights and Privacy Act may file a complaint with the Family Educational Rights and Privacy Act Policy Compliance Office, Office of Human Resources and Administration, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4604.

English as a Second Language (ESL)/English Bridge Program

ESL courses and services are offered to international students or to resident non-native speakers of English. Students with TOEFL scores of 450 to 477 (45-53 IBT) are generally placed at the intermediate level of the English Bridge Program (EBP). Students with scores of 480-507 (54-63 IBT) are generally placed into both intermediate and advanced level courses. Students with scores of 510 to 537 (64-75 IBT) are generally placed at the advanced level. Students at both levels are enrolled in 15 to 16 credit hours in the EBP. (Please see the table below.) Students may earn up to 9 academic credits for courses taken at the advanced level. In addition to the ESL courses, the more proficient students (generally those who have scores above 520 [68, IBT]) may also take one or more general education courses or courses in their major. The objectives of the EBP are to provide English-language skills, academic study skills, and familiarity with U.S. culture which enable students to function successfully at the university level. ESL occasionally offers a summer intensive English program.

Intermediate Level

ESL 090	Writing
ESL 092	Grammar Editing
ESL 094	Listening
ESL 096	Conversational English
ESL 098	Reading

Advanced Level

ENG 100	College Writing I (ESL)
ESL 102	Adv. Grammar Editing
ESL 104	Advanced Listening
ESL 106	Advanced Conversational English
ESL 108	Advanced Reading
ENG 101	College Writing II (ESL)
RDG 110	Critical Reading
ESL 120	Academic Study Skills

The ESL Program coordinates with other programs to offer students additional services. Students are referred to the Learning Center for tutoring for their ESL classes. They are referred to Student Support Services for extended-time testing and help with lecture notes. The Speech and Hearing Clinic offers group and individual instruction in pronunciation and conversation for students enrolled in ESL conversation classes. Literacy Volunteers in Hawkins Hall also provides tutoring or

conversation practice for ESL students. The ESL Program and the English Department coordinate ESL sections of ENG 100 and ENG 101. In particular, students in the ESL sections of ENG 101 are required to take RDG 110, a critical reading course. Some departments offer courses structured for ESL or international students. For example, the Communication Department offers international sections of CMM 101 Introduction to Public Speaking.

English Composition

The all-college English composition requirement is met by ENG 100 College Writing I, ENG 101 College Writing II, and a designated advanced writing (AWR) course or courses in the major. Entering freshmen without transfer credit for ENG 101 are required to take an English placement examination to determine the level of their competency in writing. As a result of this examination a student can receive proficiency for ENG 100. (No credits are awarded for proficiency.) All students are required to obtain a grade of C (2.0) in ENG 101 in order to qualify for graduation; grades of less than C (2.0) are not accepted for transfer credit. Students placed in ENG 100 must earn a grade of C (2.0) or better as a prerequisite for enrolling in ENG 101.

Evening Degree Options

The evening business (curriculum 0725) program provides adult students who have a two-year degree an opportunity to pursue a bachelor's degree on a part-time basis. Course offerings are in sequence on a rotating basis to enable students to finish a degree in three to four years. See the individual department for course requirements.

Foreign Language Placement

Students beginning college as freshmen in fall 2004 or later are required to demonstrate or attain proficiency in a language other than English at the second semester college level; proficiency at the first semester college level is required for students who began college as freshmen from fall 2000 through spring 2004. (Some majors require higher levels of proficiency.)

Students interested in studying a foreign language should register for a course level that allows them to build on what they have learned previously. Students who have never studied a particular foreign language, or have completed two years or fewer in middle or high school, should choose a 111 course. Students with three or more years of language study will not be admitted to this level. Students who have completed three years of French in high school should choose 150. Such students taking Spanish or other languages should enroll in the 112 course. Those who have completed a semester of foreign language in college should enroll in 112. All students should refer to the Foreign Language Placement Exams statement (available at www.plattsburgh.edu/register/languageplacement.php or from the Department of Foreign Languages and Literature, 518-564-3829) and take the placement/proficiency examination.

✂ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

Students who are judged prepared for a 112 or 150 course based on their performance on the placement exams administered by the Foreign Languages and Literature Department will receive a notation on their transcript indicating that they have satisfied the appropriate 111 course. Those who are judged prepared for a 213 course will receive a notation on their transcript indicating that they have satisfied the appropriate 112 course and SUNY Plattsburgh's General Education 4 requirement. In neither case, however, will the student earn degree credit for this exam.

Students who have been awarded foreign language credits at a community college or another four-year college cannot be awarded additional credits for equivalent courses at Plattsburgh. Questions regarding the language proficiency policy should be directed to the Department of Foreign Languages and Literature, 518-564-2829.

Grade Changes

No grade can be changed more than one calendar year after it has been posted with one exception: Graduate level in-progress (IP) grades may stand for two years.

Grading

Grading System: Letter grades are used to indicate student success in achieving the specific purposes of a course. The grading system designates: A, superior; B, above average; C, average; D, passing but unsatisfactory; E, failure; I, incomplete; W, withdrawal from course; WC, withdrawal from college; P, pass; AU, audited; CR, credit; PR, proficiency; PC, pass by challenge; and IP, in-progress (for graduate students only). The following additional grades are recognized: A-, B+, B-, C+ (undergraduate and graduate courses) and C- and D+ (undergraduate courses only). For midterm grades only, S, satisfactory; US, unsatisfactory; and N, no grade available are also recognized.

The grade point average (GPA) is a measure of academic performance based on the following system of quality points: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; E = 0. Other grades carry no value in GPA computation. Under the quality point system, the value of the course (number of credit hours) is multiplied by the value of the grade received to arrive at the number of quality points earned (e.g., a grade of B in a three credit hour course equals nine quality points). Students determine their grade point average by dividing the total number of quality points earned by the number of GPA hours completed.

Incomplete Grades: The grade of incomplete (I) indicates that a student has been unable to complete a course for reasons which are considered by the instructor of the course to be extenuating and beyond the student's control and can be documented. An example would be missing the final examination or final paper deadline because of an illness or family emergency. To be granted a grade of incomplete (I) a student should have completed the following: (a) 75 percent of the work for the course; (b) attendance

through the course has been otherwise satisfactory; and (c) work to date is passing. Faculty must complete a *Report of Incomplete Work* form and send a copy to the student and the department chairperson. This form indicates the specific work required and the date by which the work must be completed (not to exceed the end of the following semester). Any incomplete grade that is not changed by the instructor to an A-E or P grade by the end of the semester after it was given automatically converts to a grade of E. Incomplete (I) grades may not be changed to withdrawals (W) at a later date. Incomplete (I) grades are not transferable and are not computed in the student's grade point average.

Pass/Fail Grades: If an instructor offers the pass/fail option as an alternative to a letter grade, a student can elect this option only during the first two weeks of the course. Once elected, the pass/fail option cannot be reversed for a letter grade. A pass (P) will be awarded for performance equivalent to letter grades of A-D, but will not be computed in the GPA. A fail will be awarded for a grade of E and will be computed in the GPA. The pass/fail option is not permitted for courses in a student's major or minor areas of study with the exception of student teaching, teaching practicums, internships, research, and clinical nursing courses. Students should be cautioned that the amount of pass/fail work elected may jeopardize their chances for admission to graduate or professional school or career placement, and pass (P) grades may not transfer to other schools. Questions regarding this policy may be directed to the Registrar's Office or the Office of Academic Advising.

Grade Reports: Midterm and final grade reports, recording the student's academic performance, are available on Banner Web at <http://banweb.cc.plattsburgh.edu>. SUNY Plattsburgh does not mail grades.

Graduation

At the beginning of the semester of anticipated completion of degree requirements, the student must file a *Diploma Application* with the Registrar's Office. Students must be in good, matriculated status at the end of the previous spring semester to be eligible to graduate in August and the previous fall semester to be eligible to graduate in January. Diplomas are not ordered, nor degree requirements verified, for students who have not filed diploma applications. There are four diploma granting dates: January, May, August, and December. There are two commencement ceremonies each year — one in May and one in December.

Graduation is not official until all degree requirements are complete. The responsibility for verification of information and completion of degree requirements rests with the student. Participation in commencement does not in itself constitute or guarantee graduation. Students do not receive their diploma at commencement. January diplomas are mailed late March, May diplomas are mailed mid-July, August diplomas are mailed by late October, and December diplomas are mailed late February.

Commencement Participation: Participation in May and December commencements is open to:

1. Degree candidates who, with the completion of the current semester of classes, anticipate the completion of all degree requirements.
- 2a. May Commencement: Those undergraduate students within six or fewer of the total credit hours required for graduation following the spring semester, who have applied for August graduation and are registered in the summer session for the remaining credit hours, or have an approved *Permission for Off-Campus Study* form on file.
- 2b. December Commencement: Those undergraduate students within six or fewer of the total credit hours required for graduation following the fall semester who have applied for January graduation and are registered in the winter session for the remaining credit hours or have an approved *Permission for Off-Campus Study* form on file.
3. Graduate students within six or fewer of the total credit hours required for graduation and/or who have not completed a required thesis and/or internship must have their advisor acknowledge their anticipated completion before the end of August to participate in the May commencement or January to participate in the December commencement.

Commencement Honors: Commencement honors are based on the student's undergraduate GPA at SUNY Plattsburgh. Students must complete at least 57 hours of residence study (with a minimum of 45 credit hours graded A through E) at SUNY Plattsburgh to be eligible for honors designations at graduation. Special recognition of superior scholastic achievement is given with the designation of summa cum laude (3.9-4.0 GPA), magna cum laude (3.7-3.89 GPA), and cum laude (3.4-3.69 GPA).

Graduate Courses

Enrollment in graduate courses (courses numbered 500 and above) is normally limited to persons who have completed a baccalaureate degree. An undergraduate student may take a graduate course (for undergraduate or graduate credit) provided the student has completed at least 90 credits, has a cumulative GPA of at least 3.0 (and a major GPA of at least 3.0 if the graduate course is in his/her major), and has received the approval of the instructor and the chair of the department offering the course and his/her advisor, department chair, and academic dean (through the *Approval for an Undergraduate to Take a Graduate Course* form). The undergraduate student may not register for more than six graduate credits per semester, nor more than 16 credit hours of undergraduate and graduate courses combined during that semester.

The student must specify in advance whether the course will be applied to the undergraduate degree program or will count as non-matriculated graduate

credit. No more than 12 graduate credits can be accumulated as an undergraduate student. (Note that undergraduate students must be enrolled in a minimum of 12 credits applicable to their undergraduate degree each semester to remain eligible for financial aid.)

Students matriculated in a combined undergraduate/graduate program (such as the B.A./M.S.T. programs) are not guided by the terms of this policy but by the policies specific to their program.

Grievance Procedure

Students who believe that they have been unjustly treated by a member of the faculty may wish to complain in the form of a grievance. The student who has a grievance should attempt to reach a resolution with the faculty member concerned. If this resolution is not satisfactory, the student should consult with the faculty member's chairperson for a copy of the all-college grievance procedure (also available at www.plattsburgh.edu/intranet/handbook/files/campus-handbook-07-section-3.pdf [pages 17-20 of *The Campus Handbook*]). These procedures specify time limits for filing a grievance (normally 45 academic calendar workdays after the alleged unjust treatment took place). The deans' and the provost's offices may also be contacted for grievance procedure information. (Note that an instructor's raising the issue of possible academic dishonesty is not grievable under these procedures. The college's *Procedures for Addressing Suspected Academic Dishonesty* must be used instead. These are available at deans' offices and at www.plattsburgh.edu/offices/academic/provost.)

Independent Study

The college offers opportunities for independent study to students who desire to pursue areas of special interest by individual investigation. An undergraduate student should have a 2.5 cumulative grade point average and a graduate student should have a cumulative grade point average of 3.25 or better in order to be eligible for independent study. Students wishing to undertake independent study must complete an *Application for Independent Study*, which serves as a contract between the student and the sponsoring faculty member. The application must be approved by the student's faculty sponsor and academic advisor and by the chairperson of the faculty offering the independent study. An explanation of how the student's project justifies the number of credits requested must be included. The ending date of an independent study must occur within the same term in which it is initiated.

International Student Advisement

Academic advisement for international students is handled by faculty within the student's academic program. International students who have special concerns related to language/cultural differences may consult the international student advisor (518-564-3287) who joins with the faculty in assisting these students.

✂ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

Matriculated Student

A matriculated student has been admitted to the college through the Admissions Office, is working toward the completion of a degree, and may be a full-time student (enrolled for a minimum of 12 credits per semester) or a part-time student (enrolled for fewer than 12 credits per semester). Non-matriculated students are those who are taking courses but are not enrolled in a degree program.

Minor Program

In addition to their major degree program, undergraduate students and students enrolled in combined undergraduate/graduate programs may pursue an approved academic minor, consisting of 18 to 24 credit hours. In order to receive a minor from SUNY Plattsburgh students must have the approval of the program coordinator to formally pursue the minor and must complete 9 credit hours of the minor in courses offered by SUNY Plattsburgh. Courses taken to complete a minor may also count in any category of the general education program or as any other requirement in the student's major. Students that have a declared minor must obtain a minimum cumulative GPA of 2.0 for all courses which fulfill the minor requirements. The completion of an approved minor will be designated on the student's official transcript at the time of degree verification.

Official Modes of Communication

SUNY Plattsburgh considers the college's e-mail system (e.g., employee's username@plattsburgh.edu, student's username@mail.plattsburgh.edu), along with the United States Postal Service, an official means of communication. The college will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by a college administrator, staff, or faculty member when delivered to an employee's or a student's college e-mail account. It is recommended that employees and students frequently access their college-assigned e-mail account for official information. Individuals may choose to have their @plattsburgh.edu or their @mail.plattsburgh.edu e-mail accounts forwarded to an off-campus account. Such individuals, however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Plattsburgh e-mail account to a functioning alternative email address. The college is not responsible for delivery problems to non-official e-mail accounts.

Online Courses and Programs

Online Courses: SUNY Plattsburgh offers a wide variety of online graduate and undergraduate courses on the ANGEL course management system. Most courses are semester-based and require active participation; all have the same rigor and objectives as traditional college courses. For a complete list of online courses and additional information that will help to assess your readiness to take an online course, see www.plattsburgh.edu/academics/onlinelearning or send questions to onlinelearning@plattsburgh.edu.

Online Program: B.S. nursing (R.N. – B.S. Online Program Option). SUNY Plattsburgh provides an online completion program for individuals who currently hold the R.N. and want to complete their four-year B.S. Nursing degree. SUNY Plattsburgh faculty teach all online nursing courses with clinical experience provided at regional institutions. For more information, see www.plattsburgh.edu/academics/nursing/majoroport.php.

Permission to Study at Another College

Students may take courses at another college for the purpose of transferring credit to SUNY Plattsburgh. Students who plan to study at another college should complete the *Permission for Off-Campus Study* form and receive approval in advance from their advisor and chairperson for the courses they intend to take. Students will not be granted credit for duplicate/equivalent course work. A minimum grade of D (1.0) is required for the credit to transfer; however, if a grade higher than a D is required for a course (college-wide or in the student's major) the credit will transfer only if that higher minimum grade has been earned. Students should bear in mind that a maximum of 67 credit hours earned at two-year colleges or 84 credit hours earned at other four-year colleges may be accepted toward a bachelor's degree at SUNY Plattsburgh.

NOTE: The senior residency requirement states that a student must earn 30 of his/her last 36 credits toward a bachelor's degree in courses for which he/she is registered at SUNY Plattsburgh. Exceptions: a) students in programs that require final course work to be completed off campus (e.g., medical technology, engineering 3+2 programs); b) students completing final course work in SUNY-sponsored study abroad programs (sponsored by a university center or four-year liberal arts college); c) students completing final course work through approved cross-registration; and d) students enrolled in Nursing (R.N. – B.S. Online Program Option). In addition, the upper-division credit hour requirement states that a minimum of 42 credit hours of upper-division courses, designated by Plattsburgh as 300 or 400 level courses, or its equivalent, are required for graduation. Of these upper-division credits, 21 credits must be earned at SUNY Plattsburgh; not more than 21 transfer credits may be used to fulfill this requirement.

Practicum and Internships

Practicum and internship candidates are expected to follow the external and professional practicum guidelines appropriate to their discipline. (Please refer to specific department/program student/internship manual for details.)

Proficiency/Placement

Disciplines in which regular proficiency/placement examinations are available include mathematics, English, information and technology literacy, and foreign language. Students may inquire about the availability of other proficiency/placement tests by seeing the center director or chairperson of the department offering the course. Students may take proficiency/placement examinations without enrolling in the specific

course. (Some majors, minors, or specific courses may require all enrolled students to take a proficiency/ placement examination/evaluation.) A student may not satisfy a requirement through proficiency for a course in which he or she has already received a grade (including but not limited to I, W, WC, or AU) or where he or she has already completed a more advanced course. There is no credit earned by proficiency, only the recording on the student's transcript of the grade of PR.

Repeating a Course

A student may repeat a course for the purpose of raising a grade but may receive degree credit for a course only once. The most recent/last grade earned will be used in the grade point average computation; all grades, however, will be recorded on the student's official transcript. Only courses taken and repeated at SUNY Plattsburgh (or through cross registration) will count toward a student's GPA. Students may repeat a course off campus to satisfy a requirement without affecting the student's existing grade point average calculations.

The college reserves the right to remove students from courses which they are taking for the third or more time. If a student is denied permission to repeat a course for a second or more time (i.e., take a course for a third or more time) and cannot complete the degree because of this denial, the student may appeal to the dean of faculty that offers his/her major.

NOTE: Most financial aid programs cannot be used to cover the expenses of a previously passed course (i.e., a course with an acceptable grade that satisfies degree requirements) which is repeated to improve the grade and grade point average. (See the Financial Aid section in this catalog.)

Summer Session

The college offers one, two-week and two, five-week summer sessions each year. The first session begins in May and continues until early June. The second session runs from early June to early July. The third session begins in early July and runs through early August. Summer sessions provide students with an opportunity to accelerate their degree programs, to spread their academic work more comfortably across the full year, or to take courses of personal interest outside a degree program. Undergraduate courses are open to anyone who meets course requirements; graduate courses are open to individuals who have earned a bachelor's degree and meet course requirements. Financial aid and on-campus housing are available for those enrolled in summer school. Registration can be completed on the Web or in person. For more information, call 518-564-2100 or 800-570-1634.

Transcripts

A transcript is a legal document of the student's academic record maintained by the Registrar's Office that reflects the unabridged academic history of the student at the institution. The academic record is sealed at the time of degree verification; no changes or alterations are made thereafter.

Transcript Requests

Official transcripts are issued by the Registrar's Office at the written request of the student; each request must include the student's full name (including any former names), social security number, dates of attendance, return address, daytime telephone number, and signature. (Federal law prohibits the release of transcripts without written approval from the student.) In addition, the student must include the complete address of the transcript's destination and \$5 for each transcript requested (check/money order made payable to SUNY Plattsburgh). A transcript request received by fax (518-564-4900) must include the credit card type (e.g., Visa, MasterCard, Discover), credit card number, expiration date, name as it appears on the credit card, and the number of transcripts requested. In order to comply with FERPA, which defines limitations of access to students' educational records, transcript requests by telephone, e-mail, or Internet are not accepted. All outstanding debts with the college must be cleared before transcripts are released. Transcript request forms are available at the Registrar's Office or at www.plattsburgh.edu/register/.

Unofficial transcripts may be accessed free of charge by currently enrolled students and their advisors through Banner Web at banweb.cc.plattsburgh.edu.

Undeclared Majors: General Education Pre-Majors

Students who have not yet selected an academic major are considered general education pre-majors or undeclared, and are assigned an advisor by the director of academic advising, who is also responsible for signing or approving for such students all academic forms requiring the signature of a department chairperson. General education pre-majors are encouraged to experiment in several academic disciplines to identify their academic interests. Professional staff in the Career Development Center are available to help clarify long-range goals and to explore career interests.

NOTE: New York state's Tuition Assistance Program (TAP Grant) requires, to maintain TAP eligibility, that a major be declared once the student accumulates 57 credits. (See the Financial Aid section of this catalog.)

Winter Session

Each year, SUNY Plattsburgh offers special courses during the winter break. These courses vary in length from one day to five weeks and allow students to experience unique educational opportunities. Some of the courses focus on broadening students' horizons through travel, outdoor adventures, or new fields of study. Others offer the opportunity to explore a topic in a new way — through media, interaction with other groups, or hands-on experience; others may satisfy general education requirements. For more information, call 518-564-2100 or 800-570-1634.

Withdrawal from College

For Personal Reasons: Withdrawal from college for personal reasons (not including medical or military activation) during a semester may be granted to a matriculated student if the request is received by

✂ ACADEMIC POLICIES, STANDARDS, AND INFORMATION

the Office of Academic Advising (for undergraduate students) or the graduate degree program chair/coordinator (for graduate students) prior to the last ten calendar days of the semester; once the request is processed, a WC (withdrawal from college) grade notation is recorded on the student's academic record for each course not yet completed. It is not possible to process a college withdrawal for personal reasons within the last ten calendar days of the semester. Personal reasons generally include financial difficulties, family concerns, career exploration, and personal adjustment matters. Waivers to this policy because of extenuating circumstances may be granted through the Office of the Provost of the college.

Undergraduate students who plan to leave the college for a period of time and return in the future may request a withdrawal from college in advance of the semester(s) they plan to be absent. The authorized withdrawal and its duration are noted on the transcript, and the student in good academic standing is given priority for readmission.

All students who have processed an official college withdrawal or who have withdrawn from all courses through the course withdrawal process relinquish the right to use all college services and privileges, and "withdrawn" is noted on the academic transcript. Undergraduate students must apply for readmission; students who are in good academic standing at the time of their withdrawal do not jeopardize readmission. Graduate students need not apply for readmission providing the time limitations for degree completion and application of transfer credits or credits acquired in non-matriculated status have not expired; they must file an *Intent to Return* form with the Graduate Admissions Office, however, to reactive their access to Banner.

For Medical/Mental Health Reasons: A medical withdrawal from college for the current semester and/or a medical leave of absence planned for a future semester may be granted by the college physician, based on medical examination at the Student Health Center and/or written documentation provided by the treating health care professional or physician, to any student experiencing serious health problems. At the discretion of the director of Student Health and Psychological Services, in consultation with the provost or designee, a student receiving a college withdrawal for medical/mental health reasons may be restricted from reenrolling at SUNY Plattsburgh for a specified period of time.

Students who have been given a medical withdrawal or leave of absence relinquish the right to use all college services and privileges, and their status as "withdrawn" (W) or leave of absence (LOA), with approved dates, is noted on the transcript. Once the request is processed, a WC (withdrawal from college) grade notation is recorded on the student's academic record for each course not yet completed. For readmission to the college after a medical withdrawal or leave of absence, students are required to present a statement from the college physician, or his or her designee, based on documentation of the attending health care professional, that they are ready to return to college and must meet any time limitations specified in the college withdrawal. Undergraduate students must also process a readmission application through the Admissions Office, and graduate students must submit an *Intent to Return* form to the Graduate Admissions Office. Students who are in good academic standing at the time of their medical withdrawal or leave of absence do not jeopardize readmission. Time limits for completion of degree requirements for graduate programs continue to apply, however.

For Military Service: A military withdrawal will be granted to any matriculated student who is called to active duty. A copy of the military orders must be submitted to the Office of Academic Advising (for undergraduate students) or the graduate degree program chair/coordinator (for graduate students) to process a military withdrawal. Students returning to the college within three years of the date of discharge from active service or within three years of recovery from an illness or injury incurred during service may be reinstated by contacting the Registrar's Office (provided the absence from school for active duty does not exceed five years and separation from the service was not dishonorable). Failure to register at SUNY Plattsburgh within these time limits will require undergraduate students on a military withdrawal to apply for readmission through the Admissions Office and graduate students to file an *Intent to Return* form with the Graduate Admissions Office.

Mandatory Leave: Any full-time, part-time, matriculated, nonmatriculated, undergraduate and/or graduate student may be required to take a leave of absence from the college if the student's behavior or medical or psychological condition poses a direct threat to the health or safety of the student or others. Copies of the procedures for implementing mandatory leave and the appeal process are available from the Student Health Center and the Office of Student Affairs located on Kehoe sixth floor.