

SUNY Plattsburgh

Graduate Information and Programs

SUNY Plattsburgh is one of the original arts and science colleges in the State University of New York System, enrolling over 5,400 undergraduate students and 660 graduate students. Graduate programs permit advanced study in childhood, adolescence, literacy and special education; curriculum and instruction; educational leadership; counselor education; school psychology; speech-language pathology; and various concentrations in liberal studies. These advanced programs provide persons with baccalaureate degrees opportunities for professional enhancement, professional certification, and personal academic enrichment. Having acquired a broad education as undergraduates, graduate degree candidates are expected to master a special field and learn the methods of investigation and professional skills of that field.

SUNY Plattsburgh is accredited by the Middle States Association of Colleges and Secondary Schools [3624 Market Street, Philadelphia, PA 19104-2680; telephone (215) 662-5606] and the State University of New York Board of Regents. The teacher education, school counseling, school psychology, and speech-language pathology programs are approved and registered by the Bureau of Teacher Education and Certification of the New York State Education Department. In addition, specialty accreditations are held by several graduate programs.

Graduate programs are administered by their respective academic departments and deans' offices. They are coordinated through the Office of the Provost and Vice President for Academic Affairs. In addition, the Graduate Studies Council, comprised of representatives from the various programs, meets throughout the year to review and make recommendations concerning policies and procedures pertinent to graduate programs.

Graduate Studies Mission Statement

The State University of New York College at Plattsburgh, through its graduate programs, is dedicated to excellence in the advanced professional preparation of students. We are committed to developing students' mastery of current theory, practice, and technologies; responding to emerging community needs; and providing leadership in meeting the diverse challenges of a pluralistic society.

SOURCES OF INFORMATION

General Information

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| Graduate Admissions | Kehoe Admn Bldg, Room 113 | (518) 564-4723 or (800) 723-9515 |
| Dean, Arts and Science | Hudson Hall, Room 101 | (518) 564-3150 |
| Dean, Education, Health, and Human Services | Sibley Hall, Room 400 | (518) 564-3066 |
| Dean, School of Business and Economics | Redcay Hall, Room 110 | (518) 564-3184 |
| Dean, Library and Information Services | Feinberg Library, Room 211 | (518) 564-5180 |
| Director, Extension Center at ACC | 667 Bay Road, Suite 2B Queensbury, New York | (518) 792-5425 |
| Provost/Vice President for Academic Affairs | Kehoe Admn Bldg, Room 805 | (518) 564-5402 |

Program Information

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| Adolescence Education | Sibley Hall, Room 218 | (518) 564-2123 |
| Childhood Education | Sibley Hall, Room 400 | (518) 564-2125 |
| College and Agency Counseling | Ward Hall, Room 109 | (518) 564-2164 |
| Curriculum & Instruction | Sibley Hall, Room 222C | (518) 564-5133 |
| Educational Leadership | 667 Bay Road, Suite 2B Queensbury, New York | (518) 792-5425 |
| Liberal Studies | Redcay Hall, Room 110 | (518) 564-3184 |
| Literacy Education | Sibley Hall, Room 314 | (518) 564-5131 |
| School Counseling | Ward Hall, Room 109 | (518) 564-2164 |
| School Psychology | Beaumont Hall, Room 211 | (518) 564-3076 |
| Special Education | Sibley Hall, Room 200A | (518) 564-5129 |
| Speech-Language Pathology | Sibley Hall, Room 224 | (518) 564-2170 |

(See also the Office Directory on pages 3 and 4 of this catalog or our website: <http://www.plattsburgh.edu>.)

Graduate Admission Policies and Procedures

Admission to SUNY Plattsburgh is granted without regard to race, creed, color, sex, age, national origin, sexual orientation, disability or handicap.

Matriculated Study

A matriculated graduate student is one who has been admitted to the college through the Graduate Admissions Office and is working toward the completion of a degree. A matriculated student may be a full-time student (enrolled for a minimum of 12 credit hours per semester), or a part-time student (enrolled for fewer than 12 credit hours per semester).

Completed applications for admission should be filed in the Graduate Admissions Office for fall semester by February 1 for School Psychology, by February 15 for education programs and Speech-Language Pathology, and by March 1 for Counselor Education and Liberal Studies. Counselor Education, education programs, and Liberal Studies also accept students to begin matriculated study in the spring semester (applications due October 15). Applications received after the due date are considered on a space available basis. **Applications are available from the Graduate Admissions Office at (518) 564-GRAD (4723)/ toll free 1-800-723-9515.**

Completed applications are forwarded to the faculty responsible for the degree program for their review. Application decisions are then forwarded to the program director and/or dean for approval. The Graduate Admissions Office notifies the student of the decision and of any applicable transfer credit.

Students planning to earn a degree or a certificate on a part-time enrollment basis must apply for admission by the same dates as full-time students.

Non-Matriculated Study

Non-matriculated students are those who have not applied for admission and who have not been accepted into a degree program. Graduate coursework, as a non-matriculated student, is open on a space available basis to all persons who have earned a bachelor's degree.

Although formal admission to the college is not required for non-matriculated study, the following guidelines should be noted:

- 1) Non-matriculated students who subsequently wish to pursue a master's degree or C.A.S. program must have at least a B (3.0) grade point average in completed graduate credits and conform to all general and specific regulations for admission to their program of choice.
- 2) **No more than 12 graduate credit hours taken as a non-matriculated student (including credits earned at Plattsburgh) may be applied toward a graduate degree at SUNY Plattsburgh.**

- 3) The college reserves the right to grant or not to grant credit toward a graduate degree for specific courses taken as a non-matriculated student, even if those courses were successfully completed.
- 4) It is the student's responsibility to apply for matriculation in a degree program before 12 credits have been earned in non-matriculated status; otherwise previously earned credits may not be applicable toward degree requirements.
- 5) Successful completion of graduate work does not guarantee admission to a particular program of study. The college may deny matriculation of former non-matriculated students if, in the opinion of the admissions committee, admission requirements are not met.

Graduate Application Deadline Dates

Fall Semester

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|-------------|--------------------------------------|
| February 1 | School Psychology |
| February 15 | Education, Speech-Language Pathology |
| March 1 | Counselor Education, Liberal Studies |

Spring Semester

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| October 15 | Counselor Education, Education, Liberal Studies |
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All graduate candidates are responsible for making certain that their applications are complete. Incomplete applications will not be considered. Candidates may contact the Graduate Admissions Office (518) 564-4723 to verify that letters of recommendation, college transcripts, and appropriate test scores have been received. Interviews are required for Counselor Education, School Psychology, and Speech-Language Pathology.

General Admission Requirements, Transfer Credits, and Time Limitations

For M.A. and M.S. Programs

- 1) **General Requirements** - The general minimum admission requirements are:
 - a) A baccalaureate degree from an accredited institution.
 - b) A grade point average of at least 2.5 on a 4.0 scale.
 - c) Three letters of reference indicating the candidate's ability to pursue graduate study. At least one letter should be from a professor or academic advisor if the applicant is currently taking graduate courses or has taken graduate or undergraduate courses within the last three years.
 - d) Satisfactory scores on any admission tests required by the program.* (See program descriptions for tests required.)

- e) Evidence of potential for success as a professional exhibited through statement of purpose, letters of recommendation, and/or personal interview.
- * Arrangements for taking the Graduate Record Exam (GRE) must be made directly with Educational Testing Service, Princeton, N.J. 08450 (www.gre.org). The Miller Analogies Test (MAT) may be taken on the Plattsburgh campus and at the SUNY Plattsburgh Extension Center at Adirondack Community College in Queensbury; contact the Counselor Education Department at (518) 564-2164 to make arrangements to take this exam in Plattsburgh or the SUNY Plattsburgh Extension Center at (518) 792-5425 to take this exam in Queensbury.
- 2) **Additional Requirements** - Specific degree programs may have additional admission requirements; these are listed in this catalog under the description of each program. Additional information may be obtained from the appropriate department chair or program coordinator. Requests for waivers of any admission requirements must be submitted to the specific program's admissions committee, preferably after discussion with departmental representatives.
- 3) **Transfer Credit** - Transfer credit may be applied under the following conditions:
- Students who are applying for admission to a master's program may petition to transfer not more than twelve (12) credits for courses completed at another accredited institution or earned at SUNY Plattsburgh as a non-matriculated student.
 - Transfer courses must be similar in quality, scope, and nature to corresponding courses at Plattsburgh and must form a logical, relevant, and coherent part of the student's total graduate program.
 - Each course transferred (whether completed at another institution or at SUNY Plattsburgh as a non-matriculated student) must have been completed with a grade of B (3.0) or better. In the event a course is graded on a pass/fail basis, the P grade may be accepted at the discretion of the center/department.
 - Approval of transfer credit is the responsibility of the faculty of the center/department/program which supervises the graduate program and the dean of the appropriate division.
 - It is the student's responsibility to have an official transcript included with the request to accept transfer credit.
- 4) **Time Limitation** - For M.A. and M.S. candidates, only credits earned less than 10 years prior to the date of graduation shall count toward a master's degree. Candidates may lose credits, whether earned at SUNY Plattsburgh or originally transferred at the time of matriculation, if the date of these credits is earlier than the specified number of years preceding the proposed date of graduation. See program descriptions for other time limits that may apply.
- 5) **Second Master's Degree** - If a student wishes to obtain a second master's, that degree must be in a significantly different area, with significantly different objectives, than the previous degree. No more than nine credit hours from the first master's may count toward the second master's degree.

For Certificate of Advanced Study (C.A.S.) Programs

- 1) **General Requirements** - The general minimum admission requirements are:
- A baccalaureate degree from an accredited institution.
 - A grade point average of at least 2.5 on a 4.0 scale.
 - Three letters of reference indicating the candidate's ability to pursue graduate study. At least one letter should be from a professor or academic advisor if the applicant is currently taking graduate courses or has taken graduate or undergraduate courses within the last three years.
 - Satisfactory scores on any admission tests required by the program* (See program descriptions for tests required.)
 - Evidence of potential for success as a professional exhibited through statement of purpose, letters of recommendation, and/or personal interview.

* Arrangements for taking the Graduate Record Exam (GRE) must be made directly with Educational Testing Service, Princeton, N.J. 08450 (www.gre.org). The Miller Analogies Test (MAT) may be taken on the Plattsburgh campus and at the SUNY Plattsburgh Extension Center at Adirondack Community College in Queensbury; contact the Counselor Education Department at (518) 564-2164 to make arrangements to take this exam in Plattsburgh or the SUNY Plattsburgh Extension Center at (518) 792-5425 to take this exam in Queensbury.

- 2) **Additional Requirements** - Specific degree programs may have additional admission requirements; these are listed in this catalog under the description of each program. Additional information may be obtained from the appropriate department chair or program coordinator. Requests for waivers of any admission requirements must be submitted to the specific program's admissions committee, preferably after discussion with departmental representatives.

- 3) **Transfer Credit** - Transfer credit may be applied under the following conditions:
- Up to 30 credit hours may be accepted toward the completion of a C.A.S. program of 60 or more credit hours.
 - Each course transferred must be relevant to the candidate's selected C.A.S. program and be comparable in quality and scope to the graduate courses at Plattsburgh.
 - Each course transferred must have been completed with a grade of B (3.0) or better; however, all credits (up to the maximum of 30 credit hours) used to meet the requirements of a master's degree (where the degree was actually awarded) may be used for transfer credit. In the event a course is graded on a pass/fail basis, the P grade may be accepted at the discretion of the center/department.
 - Approval of transfer credit is the responsibility of the faculty of the center/department/program which supervises the graduate program and the dean of the appropriate division.
 - It is the student's responsibility to have an official transcript included with the request to accept transfer credit.
- 4) **Time Limitation** - Only credits earned no more than 10 years prior to the date of issuance of the certificate (60 credit hour option) shall count toward a C.A.S. program. If, however, the student already possessed a master's degree when he/she entered the C.A.S. program at SUNY Plattsburgh, then the student will have a total of 10 years to complete course credit requirements, irrespective of the date of the master's degree and the dates of the credits earned toward the master's degree.

International Students

International students must meet all the requirements for admission to the graduate programs specified above. In addition, they must have a TOEFL score of 550 (paper-based test), 79-80 (Internet-based test), or 213 (computer-based test) or better, and they must provide financial documentation of their ability to pay college tuition, fees, and living expenses. For more information, contact the Graduate Admissions Office at 1-800-723-9515 (from anywhere in the continental U.S.) or (518) 564-4723 (graduate@plattsburgh.edu) or the International Student Services (ISS) at (518) 564-3287 (iss@plattsburgh.edu) or visit our website: <http://www.plattsburgh.edu/international>.

Medical History/Immunization Reports

All students are required to have a copy of their medical history report on file with the Student Health Center prior to enrollment. All students born on or after January 1, 1957, who are registered for 6 or more credit hours,

must be immunized against measles (rubeola), mumps, and rubella in accordance with New York Public Health Law Section 2165. *Students must provide proof of this immunization to the Student Health Center or they will be dismissed from the college.* For the Student Health Center to be of maximum assistance to the student, complete information should be furnished about any known physical, mental, or handicapping condition that may require special consideration or treatment.

Graduate Tuition and Fees

For tuition and fee rates, billing procedure, a description of each fee, and refund policy, see page 21. Undergraduate courses taken by a matriculated graduate student are charged at graduate tuition rates. Tuition and expenses may be subject to change after publication.

Students who are classified as out-of-state residents for tuition purposes but believe they are eligible for in-state tuition may apply for consideration as in-state students. To be considered, a student must complete a residency application and submit the application, along with requested documents, to Student Accounts. Instructions and an application are available on the Student Accounts' website at www.plattsburgh.edu/studentaccounts. The deadline for applying is Friday of the eighth week of each semester.

Financial Aid Information

Students with a bachelor's degree may be eligible for financial aid if they are accepted into a graduate program, working on certification, or in an established preparatory program prior to acceptance. Students who do not meet these qualifications may still be eligible for private loans. The following sections summarize these programs, including application procedures, eligibility criteria, guidelines, and award amounts. All information cited below is subject to change without notification.

The Financial Aid Office will help you determine your eligibility for specific aid programs and help you answer any questions that you may have:

Financial Aid Office Telephone: (518) 564-2072
 Kehoe 406 Toll Free: 1-877-768-5976
 101 Broad Street FAX: (518) 564-4079
 Plattsburgh, NY 12901
 Website: www.plattsburgh.edu/financialaid

Federal Aid Programs and Eligibility

The most common federal aid programs for graduate students include Workstudy and Subsidized and

Unsubsidized Direct Loans. Our web page includes descriptions of these programs (www.plattsburgh.edu/financialaid).

To apply for federal aid, follow the steps summarized on our web page: www.plattsburgh.edu/financialaid and then click "Apply for Aid." Graduate students only need their federal PIN and not their parent's PIN.

To be eligible for federal aid, students must file the Free Application for Federal Student Aid (FAFSA), meet federal citizenship and residency requirements, possess a social security number, be registered with Selective Service (males only), be matriculated, and be enrolled in at least six credits per semester in a graduate program. Students cannot be in default on federal loans, and they must meet all federal standards for academic progress each semester. Students may receive federal aid only once for a course with an acceptable grade earned for graduation. Receiving aid for a repeat course is only allowed if the course is required for graduation and the student received an initial grade that was not acceptable for graduation. Students selected for verification by the federal government must furnish income and household data upon request. In addition, due to government regulations, students may need to submit additional information to the Financial Aid Office upon request. The most common state aid programs include the Tuition Assistance Program (TAP) and other state programs offered by the Higher Education Services Corporation. The application procedures for other state programs are available online at (www.hesc.org).

State Aid Programs and Eligibility

The most common state aid programs for graduate students include the Tuition Assistance Program (TAP) and the SUNY Graduate Diversity Fellowship Program.

SUNY Plattsburgh's Graduate Diversity Fellowship Program provides full in-state tuition for up to six students per year who contribute to the diversity of the student body in their graduate program and have overcome a disadvantage or other impediment to success in higher education. The fellowship is awarded for two consecutive semesters and is limited to one award per person. Recipients must be full-time students during the period of the award; in most cases this means enrollment in a minimum of 12 graduate credits applicable toward the degree each semester. Continuation of the award into the second semester is contingent upon maintaining satisfactory progress toward a degree. An application can be downloaded from the Financial Aid Office's web page. Click "Forms" on the menu bar to the left.

To apply for the Tuition Assistance Program (TAP), follow the relevant steps summarized on our web page:

www.plattsburgh.edu/financialaid (click "How to Apply"). To apply for other state aid programs, follow the instructions provided by the specific aid program.

In order to be eligible for TAP, complete the online TAP application or Express TAP Application (ETA), be enrolled full-time, satisfy state residency requirements, meet income guidelines for the specific program, and satisfy all state standards for academic progress each semester. Changes in enrollment status may result in changes to the award. Students may receive state aid only once for a course with an acceptable grade earned for graduation. Receiving aid for a repeat course is only allowed if the course is required for graduation and the student received an initial grade that was not acceptable for graduation. Due to state regulations, students may need to submit additional information to the Financial Aid Office upon request. All of these requirements and other requirements that students must satisfy are described in the HESC Guide to Grants, Scholarship, and Awards (www.hesc.org).

Institutional Financial Aid Programs

Graduate Assistantships

A limited number of graduate assistantships are available for well-qualified, full-time graduate students. Graduate assistants receive a tuition scholarship up to full-time in-state tuition and a stipend in return for 20 hours of work per week. Assistantships are usually granted for an academic year, but under special consideration they may be awarded for a single semester. Applications for assistantships are available through the Graduate Admissions Office. Students may also apply in writing directly to the office that administers the graduate assistantship. For more information, visit the following website: www.plattsburgh.edu/gradassist.

All graduate students who have been granted tuition scholarships under the auspices of a Graduate Assistantship, including Residence Directors, are required to apply for the New York State Tuition Assistance Program (TAP) annually and to submit proof of award or denial by the end of the fall semester of each academic year in which a tuition scholarship has been granted by the institution. (See State Aid Programs and Eligibility above.)

Part-Time Employment Opportunities

Graduate students interested in part-time employment opportunities can seek assistance through the Career Development Center, Kehoe Administration Bldg, Room 202, (518) 564-2071.

On-campus employment opportunities include part-time positions through Student Temporary Service, Research Foundation, and College Auxiliary Services. Students may also inquire about potential job leads with

Sodexo Food Corporation. Off-campus employment opportunities available through the Student Employment Office include a free job listing service of part-time and temporary positions with community businesses and casual employment such as babysitting, housecleaning, typing, and seasonal yardwork. A student must be currently enrolled at SUNY Plattsburgh on at least a part-time basis to use the services of the Student Employment Office. Demonstration of financial need is **not** required.

Private Financial Aid Programs

Private financial aid programs generally include grants and scholarships from non-profit organizations, and alternative loans from banks and other lenders. The sponsor determines the application procedures for private grants and scholarships, such as Gates Millennium and Elks Scholarship. Students can use one of the search engines listed on our web page to search for private grants and scholarships. Some banks offer alternative loans to students who need additional assistance in meeting college costs for education. The most common alternative loans at Plattsburgh are listed on our web page.

Financial Aid Programs for International Students

International students may be eligible for graduate assistantships, upon presentation of appropriate documentation, and for part-time employment opportunities on campus. In addition, they may be eligible for private loans. For more information, contact the Director of Financial Aid at (518) 564-2072 or toll free within the U.S. (877) 768-5976, or International Student Services (ISS) at (518) 564-3287 or toll free within the U.S. (877) 877-5170 (iss@plattsburgh.edu).

Graduate Academic Policies, Standards, and Information

Most SUNY Plattsburgh academic policies apply to both graduate and undergraduate students. See the Academic Policies, Standards, and Information section of this catalog for these general policies.

Because academic policies and standards are subject to change, students are expected to keep in touch with their academic advisors. For the most recent regulations dealing with certification of teachers, school administrators, etc., consult the Dean of Education, Health, and Human Services (518) 564-3066 or the education programs' Graduate Advisor (518) 564-2124.

Matriculation for Degree Candidates

All decisions regarding credit transfers, course validation, program selection, graduate admission test scores, etc. are completed at the time students are admitted to a degree program and become matriculated students. A student may be required to remove deficiencies or complete prerequisites by taking certain prescribed undergraduate or graduate courses. Usually this requirement is formulated as a special condition of admission to a program, but departments may require a student to take a specific course at any time if it is deemed necessary.

Each matriculated graduate student is assigned an advisor at the time of admission by the center/department which sponsors the program. The advisor is the main resource person for the matriculated student in all matters dealing with the program, policies, and standards. The matriculated student should consult with the advisor before registering for courses.

No student can be matriculated in more than one program at a time.

Graduate Course Credit

Graduate credit can be earned only by successfully completing courses which have been specifically developed for offering at the graduate level and carry 500-level numbers. Graduate students who wish to earn graduate credit for a course that is not a regular and approved graduate course for the program may be able to do so under special circumstances through the independent study option. Graduate students who wish to take a course offered at another college must have approval in advance from their academic advisor, chair/director, and dean. (*The Permission for Off-Campus Study Form* is available at the Registrar's Office.) Each course taken through the permission for off-campus study process must have a minimum grade of B (3.0) in order to transfer. A minimum of 18 credit hours must be completed at Plattsburgh for a 30 credit hour master's degree program; a minimum of 21 credit hours must be completed at Plattsburgh for a graduate degree program of more than 30 credit hours.

Course Withdrawal Policy

See the Academic Policies, Standards, and Information section of this catalog for course withdrawal policies and procedures.

Independent Studies

In academically justified cases, matriculated graduate students may be permitted to take independent study courses for graduate credit. To be eligible to undertake independent study, a graduate student should have a cumulative grade point average of 3.25 or better. No more than nine (9) credit hours toward a graduate degree may be earned through independent studies. The

signature of the faculty member sponsoring the study and of the advisor is required. The request must also be signed by the chair/director of the department offering the course and the appropriate dean. Approved petitions must reach the Registrar's Office no later than the end of the second week of classes. Therefore, requests for independent study must be filed with the Dean's Office as early as possible, preferably before the beginning of the semester or session.

Maximum Course Load

The maximum course load for graduate students is fifteen (15) credit hours per semester, fifteen (15) credit hours in all sessions of one summer, and seven (7) credit hours in a winter session. Graduate students need to obtain special permission (using the *Authorization to Register for Credit Hour Overload* form, available from the Registrar's Office) from the department chair and dean of their division in order to register for more than the maximum course load.

Grading System

The grading system for graduate students' work is A, A-, B+, B, B-, C+, C, and E (failure). As a rule, matriculated students will receive such a letter grade in regularly scheduled courses. For research courses, projects, internships, thesis work, or workshops the center/department/programs have the option to use a Pass/Fail system. A "Pass" (P) will be awarded for performance equivalent to letter grades of A through C, but will not be computed in the GPA. However, a "Fail" grade will be computed in the GPA as a grade of E. Graduate students can request to take other courses for a Pass/Fail. The P/F system should be used judiciously for courses other than those listed above and should be arranged and approved during the first two weeks of the semester.

The grade of Incomplete (I) indicates that a student has been unable to complete a course for reasons which are considered by the faculty instructor of the course to be extenuating. A student given a grade of Incomplete must complete the course requirements by the end of the next semester. Any grade of I that is not changed by the instructor by the end of the semester after it was given automatically converts to a grade of E. I grades are not computed in the grade point average.

A grade of IP (in progress) may be assigned for incomplete thesis work, thesis seminars, field work, and other equivalent long-range projects. If a final grade has not been assigned by the instructor two years after the recording of a grade of IP, the IP will become an E--unless the student re-enrolls in the course (effective for all students receiving an IP grade beginning Fall 1990).

Academic Progress

Each student must successfully complete the number of credit hours, both in total and in the specific distribution, required by the particular curriculum in which the student is enrolled. Moreover, all matriculated graduate students must maintain at least a B (3.0) GPA. Failure to do so will result in being put on probation or dismissed from the college. For specific procedures regarding academic progress, review, probation, and appeal, consult your academic advisor.

Extension Site

Graduate-level courses in education and in liberal studies are currently offered to students at SUNY Plattsburgh's Extension Center at Adirondack Community College (ACC) in Queensbury. Students seeking to complete a degree through courses taken at the Extension Center must take at least one course at SUNY Plattsburgh's main campus. In other respects, the requirements for entry, retention, and completion of the professional education and Master of Arts in Liberal Studies programs are the same for students undertaking coursework at the Extension Center as they are for students who complete all their coursework on the main campus.

Approximately 250 graduate students enroll in courses offered at the Extension Center at ACC. In cooperation with ACC, SUNY Plattsburgh offers students a variety of services at ACC, including library facilities, computer and Internet use, textbooks and supplies easily available through the bookstore, and food services. At the SUNY Plattsburgh Extension Center office, located at 667 Bay Road, Suite 2B, across from the ACC campus, students may obtain information on programs, admissions and registration procedures, and schedules of courses as well as academic advisement. Open Monday through Friday from 9 AM to 12:30 PM and 1:30 to 5 PM, this office offers assistance in handling all areas of academics, from purchasing textbooks and securing a student identification card to registering for comprehensive examinations and graduate admissions tests. Prospective students are urged to call (518) 792-5425 for an appointment or request information via the Extension Center website at www.plattsburgh.edu/accextension.

Ethical Standards

The entire period of a student's matriculation in a graduate program is a professional and academic development experience including internships, laboratories, and field work. Students are expected to conduct themselves during this time in a manner which is consistent with accepted standards of professional, academic, and ethical practice and behavior as judged by their department and professional organization. Practicum and internship candidates are expected to fol-

low the external and professional practicum guidelines appropriate to their disciplines, as outlined in departmental/program student/internship manuals. Any deviation from these standards will be reviewed by the department for a recommendation of academic dismissal.

In addition to the expectation of professional and ethical behavior as part of a graduate student's conduct while enrolled in an academic program, graduate students are expected to abide by the college's academic honesty policy (see the Academic Policies, Standards, and Information section of this catalog) and by the regulations in the *Student Conduct Manual* and in any departmental publications. All students are held accountable to these regulations under the College Judicial System.

Grievance Procedure

Students who believe that they have been unjustly treated by a member of the faculty may wish to seek redress in the form of a grievance. Any student who has a grievance should first 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 department chairperson concerning the all-college grievance procedure.

Residency

The minimum number of SUNY Plattsburgh graduate credits that must be applied to a 30-credit program is 18, and the minimum for any graduate program requiring more than 30 credits is 21. For program specific residency requirements and for specific residency requirements for students at distance learning sites, consult the program coordinators in those areas. Courses completed at Plattsburgh as a non-matriculated student count toward the residency requirement. Students seeking to complete course work at another institution after matriculation at SUNY Plattsburgh must receive approval from the department and dean. (See Graduate Course Credit above.)

Interruption of Studies

Once matriculated, graduate students remain matriculated whether or not they are taking courses. Leaves of absence and withdrawal from college do not apply to graduate students. Students should be aware of the time limitations for completing a degree and retaining credits for both master's degrees and certificates of advanced study.

Time Limits

For master's degree programs of less than 60 credits, students matriculated in fall 2007 or later must complete all degree requirements within seven (7) years of the date of matriculation. For certificates of advanced study programs and master's degree programs of 60

credits or more, students matriculated in fall 2007 or later must complete all degree requirements within ten (10) years of the date of matriculation. For all graduate programs, only credits earned no more than ten (10) years prior to degree completion may be counted toward the degree. (Students matriculated prior to fall 2007 in certificate programs of 60 credits or more who did not have a master's degree at the time of matriculation may apply credits earned up to fourteen (14) years prior to degree completion. Any credits from a completed master's degree accepted toward the completion of a certificate of advanced study are accepted irrespective of the date of the credits earned.)

Graduation

It is the student's responsibility to fulfill all requirements for a degree. (For specific degree requirements, see graduate degree program descriptions.) The following steps must also be taken to ensure timely awarding of degrees:

- 1) At the beginning of the semester of anticipated completion of degree requirements, the degree candidate must file a *Diploma Application* with the Registrar's Office. Diplomas are not ordered for students who have not filed a *Diploma Application*.
- 2) A Graduation Checklist must also be submitted to the Registrar's Office for degree verification. Graduate students must meet with their academic advisor to initiate the Graduation Checklist, which must be approved by the academic advisor, chairperson, and dean. (Students may be required to complete designated assessment activities as a graduation requirement.)

Among the graduate degrees awarded at SUNY Plattsburgh, only the M.A. and C.A.S. in School Psychology and the M.S.Ed. and C.A.S. School Counselor can be awarded at the same time.

For information and diploma-granting dates and commencement participation, see the Academic Policies, Standards, and Information section of this catalog.

Educational Records

As defined by the Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment), educational records are records maintained by SUNY Plattsburgh with a student's name or students' names on them. Access to educational records, the definition of directory information, release of student information, and student records policies and procedures are the same for both graduate and undergraduate students. For details, see Educational Records in the Academic Policies, Standards, and Information section of this catalog.

Banner Web

Banner Web is Plattsburgh's electronic system designed to assist students with planning and tracking their academic progress toward degree completion. Using personal computers with Internet access, students may access: registration, class schedule and history (grades), unofficial academic transcript, transfer course history, degree audit, addresses, *Master Schedule*, and financial aid and directory information. Contact the Registrar's Office for more information: (518) 564-2100 or on the Web at: www.plattsburgh.edu/registrar.

Transcript Requests

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. At the time of degree verification the academic record is sealed; no changes or alterations are made thereafter.

Official transcripts are issued by the Registrar's Office at the written request of the student. (See the Academic Policies, Standards, and Information section of this catalog.)

Unofficial transcripts may be accessed free of charge by currently enrolled students and their advisors via the Banner Web system.

Important Information Regarding New York State Certification (for Teacher or Other School Personnel)

Citizenship

United States citizenship is not required for initial certification. However, professional or permanent certification is available only to citizens and lawfully admitted permanent residents of the United States.

Instruction Concerning Child Abuse and Maltreatment, Substance Abuse Awareness, and School Violence Prevention and Intervention

All students who seek certification in teaching must complete a minimum of two clock hours of instruction regarding the identification and reporting of child abuse and maltreatment. They must also complete instruction in substance abuse awareness (except those seeking certification in school counseling). All students applying for certification must also complete at least two clock hours of course work or training in school violence prevention and intervention. All these certification requirements can be met by the satisfactory completion of HED 310 at SUNY Plattsburgh, by completing a New York State Education Department approved training class/workshop, or by completing EDU537 at SUNY Plattsburgh. (Other HED courses meet various portions of these requirements. Consult your department chair or the graduate advisor for details.)

Moral Character Determination

Applicants for certification are required to answer questions on the certification application regarding moral character and sign an affidavit to affirm the statements are true. Applicants for certification are also required to complete a sworn statement regarding "Child Support Required by General Obligation Law 3-503" effective July 1, 1995.

Fingerprinting

After June 1, 2001, all candidates seeking NYS certification must arrange to have copies of their fingerprints sent to the NYS Education Department on NYSED-provided forms. Questions pertaining to the fingerprint process may be directed to the Educational Studies and Services' Office of Field Experience. Students are encouraged to complete the fingerprinting process prior to student teaching.

Institutional Recommendation

SUNY Plattsburgh has the authority to recommend to the State Education Department individuals who have completed in its entirety (including the conferral of the degree) the degree program of preparation as registered and identified in the State Education Department's Inventory of Registered Programs for purposes of teacher (or other school personnel) certification.

Teacher Certification Examination

In addition to completing all program requirements set out by SUNY Plattsburgh, candidates seeking NYS teacher certification must submit to the NYS Commissioner of Education evidence of satisfactory performance on the New York State Teacher Certification Examination (NYSTCE). See the Graduate Advisor or the Director of the Office of Field Placement (Sibley 300) for further information and to obtain a registration bulletin.

Additional Information

As of December of 2006, all degree recipients must complete the online TEACH certification application. Contact the Office of Graduate Advisement and Certification for additional information. Please check the New York State Education Department website (www.nysed.gov) regularly for information updates.

Support Services

SUNY Plattsburgh provides a variety of services intended to support academic activities, assist students in successfully completing their programs of study, and promote social and personal growth. Virtually all the campus facilities and student services available to undergraduate students are also available to graduate students. See the Student Life and Student Services section of this catalog for more details.