ACADEMIC POLICIES, STANDARDS, AND INFORMATION

This section of the College Catalog covers academic policies. For a listing of administrative (non-academic) policies see the Campus Handbook at www.plattsburgh.edu/intranet/handbook/.

Academic Advisement

Undergraduate 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.

For detailed information about academic advisement, please refer to our website: www.plattsburgh.edu/academics/advising. Graduate students should consult with their respective department chair/coordinator about academic advising practices within their program.

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.

Undergraduate 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. Academically dismissed students may not undertake SUNY Plattsburgh coursework in the semester (fall/spring) immediately following dismissal.

Exception due to non-matriculated enrollment in summer/winter session: Dismissed students who are enrolled in SUNY Plattsburgh’s summer or winter session(s) (as non-matriculated students) and who raise their cumulative GPAs to at least 2.0 may ask for special permission to continue as non-matriculated part-time (≤ 11 credits) students for the forthcoming fall or spring semester. At the conclusion of that full semester, such students may apply for readmission if their cumulative GPA remains at least 2.0 (See Admissions for Readmission Procedures following Academic Dismissal). 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.

For additional detailed information about our undergraduate academic progress standards and academic probation, please refer to our website at www.plattsburgh.edu/academics/advising/progressreview.

For information on academic progress standards for graduate students see the Graduate Information section of this catalog.

Advanced Writing Requirement

Each student must successfully complete an Advanced Writing Requirement (AWR) course in their major department. (This is in addition to the General
Education Written Expression/English Composition (AWR) course. Only courses that have been approved by the college for AWR will satisfy this requirement. Each major program contains one or more AWR courses. The AWR course is an integral part of the major and will satisfy the major course requirement and the AWR requirement simultaneously. The learning objectives of AWR courses are:

1. Students will demonstrate the ability to synthesize ideas in writing.
2. Students will be able to articulate clearly in writing concepts relevant to a particular discipline.
3. Students will be able to use writing to communicate ideas to someone outside of that particular discipline.
4. Students will demonstrate in their writing mastery of the basic rules of English or of some other spoken language.

Assessment
All departments and units of the college, academic and non-academic, will undertake annual assessment of their programs. Plans for undertaking assessment and the results of assessment activities will be reviewed periodically by the dean and/or vice president responsible for each unit and reported to the Faculty Senate and Executive Council.

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 audit a course are required to complete the SUNY Plattsburgh Informal Course Audit Registration Form and must pay any applicable fees.

B.A. versus B.S. Degrees
Some major programs offer students the choice of pursuing a B.A. (Bachelor of Arts) or B.S. (Bachelor of Science) while other major programs specify which degree will be awarded. The B.A. and B.S. degrees offer the same academic credential with different numbers of liberal arts courses applied to graduation.

The B.A. degree is the primary liberal arts degree. In order to be awarded the B.A. students must complete a minimum of 90 credits of courses that are designated as liberal arts (see course descriptions for liberal arts designations). The liberal arts and sciences usually encompass the disciplines of the humanities, natural sciences and mathematics, and social sciences. Courses that are not usually considered to be liberal arts include business, computer applications, performing arts, physical education, studio art, teacher education, technology, and other courses designed for professional preparation.

The B.S. degree is often focused on undergraduate study as an immediate preparation for careers in engineering, management, or the natural sciences. It may also be used to prepare for further study in these fields at the graduate level. The B.S. degree requires completion of a minimum of 60 liberal arts credits.

Students whose major offers a choice of B.A. or B.S. should speak with their academic advisor for additional guidance.

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 failing to attend classes (for having missed classes) — with one exception; refer to the section on Education Law 224-A concerning students unable to attend classes on certain days because of religious beliefs.

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 long-standing medical appointments, etc.) must be made directly to the instructor.

Faculty will report on the Third Week Census all students who have never attended class to that point. Faculty will assign a mid-term grade of E to any student who never attended class but appears on the class roster.

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:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Lower Division</td>
<td>Freshman 1 - 27 credits</td>
</tr>
<tr>
<td></td>
<td>Sophomore 28 - 56 credits</td>
</tr>
<tr>
<td>Upper Division</td>
<td>Junior 57 - 84 credits</td>
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<td></td>
<td>Senior 85 + credits</td>
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Change of Major
The choice or change of major can be made after enrollment. Students who wish to change their major or declare a major in the following programs after enrollment will be reviewed internally before admission is granted into these programs: accounting; all business majors; all communication majors; communication disorders and sciences; criminal justice; all education majors; fitness and wellness leadership; all human development and family relations majors; all science majors; nursing; and social work. Some programs may require the successful completion of certain prerequisite course work before a change of major is approved. Students should contact the chairperson of the major they would like to declare for more information.

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 Numbering
- 090-099: Remedial or preparatory courses (credit does not count toward degree).
- 100-199 and 1000-1999: Undergraduate introductory level courses.
- 200-299 and 2000-2999: Undergraduate intermediate level courses.
- 300-499 and 3000-4999: Undergraduate upper-division level courses (applies to the 42-hour upper-division degree requirement).
- 500-699 and 5000-6999: Graduate level courses, open only to graduate students or advanced undergraduate students with special permission. For students in combined bachelor's/master's programs, the first 12 credits of graduate-level courses count toward the 45-credit upper division requirement for bachelor's degrees.

Undergraduate students may take undergraduate courses at any level if they meet the prerequisite requirements. First-year (freshmen-level) students should take primarily 100-200 level courses unless otherwise directed by their academic advisor. Lower-level courses often serve as prerequisites for 300-499 level courses.

Course Registration
Information regarding procedures, dates, and times for course registration is published on the SUNY Plattsburgh website under “Register for and view 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. Students may drop full-semester courses from their 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, for unsatisfactory academic progress, or for disciplinary action.

Course Syllabus Policy
Course instructors must provide to students in writing within one week after the start of classes a syllabus containing at minimum the following:
1. the instructor's name, office address, office telephone number or other contact information, and in person and/or electronic office hours;
2. information on required course materials, projected course content and assignments, including the approximate number and submission dates of papers, projects, and examinations;
3. an explanation of course policies and requirements including grading and attendance policies;
4. a list of the student learning outcomes the course is intended to achieve, including those from the master course outline;
5. additional student learning outcomes for courses that satisfy one or more General Education category or the Advanced Writing Requirement;
6. the College Honor Code Statement for Syllabi: It is expected that all students enrolled in this class support the letter and the spirit of the Academic Honesty Policy as stated in the College Catalog; and,
7. the following statement regarding student accommodations: If you have a disabling condition you must register with Student Support Services — Angell College Center — 564-2810 prior to requesting accommodations. Syllabi must be consistent with the master course outline on file in the department office or the dean's office.
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.) 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 and non-attendance are not considered extraordinary circumstances. 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. In no event will credit be awarded for published subject examinations toward the fulfillment of technical or professional degree requirements. Contact 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

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 (15 weeks) 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 for undergraduate students is 12 credit hours per semester; the average load for undergraduates is 15-16 credits.

Cross-Registration Guidelines (for Main Campus Students)

A cooperative arrangement permits full-time (12 credits minimum), matriculated, undergraduate students at SUNY Plattsburgh to cross-register for a maximum of two courses per year at other SUNY colleges. Cross-registration enrollments at other 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.

Cross-registration credits count as transfer credit and are not applied toward residency. Cross-registration grades do not apply toward GPA calculations. A transfer grade notation (TR) is posted on the student’s academic transcript. Academic transcripts are created at the student’s host campus and home campus. Any applicable health center requirements (immunization/records/physical examination, etc.) must be met at both institutions. Students who are cross-registering at SUNY community colleges must file residency documents at the host institutions (certificate of residency) which must be obtained from the student’s county of permanent residence. Students pay tuition at SUNY Plattsburgh if cross-registering at another SUNY campus.

Cross-Registration Guidelines (for Students at the Branch Campus at Queensbury and the Extension Site at Hudson Valley Community College)

Cross-Registration with SUNY Adirondack: A cooperative arrangement with SUNY permits students enrolled in SUNY Plattsburgh’s Branch Campus programs, as well as students in SUNY Plattsburgh’s criminal justice degree completion program at HVCC, to cross-register for a maximum of two courses per academic year. This program is available during the fall
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and spring semesters only. To cross-register, students must be enrolled in at least six credits at SUNY Plattsburgh and be enrolled in a minimum of twelve credits, including all cross-registration credits.

Cross-registration credits with SUNY Adirondack count as institutional credits and are applied toward all residency requirements. Students pay tuition at the home institution (SUNY Plattsburgh) only. Cross-registration grades apply toward all GPA calculations. Actual grades are posted on the student’s academic transcript. The registrar of the host campuses collect grades from the faculty and forward them to SUNY Plattsburgh for processing. Any health center requirements (immunization/records/physical examination, etc.) must be met at SUNY Plattsburgh only.

NOTE: Students in Branch Campus programs at Queensbury who are cross registering at Hudson Valley Community College (HVCC) or any other SUNY campuses follow the same guidelines as the main campus students listed above.

Cross-Registration with Hudson Valley Community College (HVCC): A cooperative arrangement with Hudson Valley Community College permits students enrolled in SUNY Plattsburgh’s criminal justice degree completion program at HVCC to cross-register for a maximum of two courses per academic year. This program is available during the fall and spring semesters only. To cross-register, students must be enrolled in at least six credits at SUNY Plattsburgh and be enrolled in a minimum of twelve credits, including cross-registration credits. Cross-registration credits for students enrolled in SUNY Plattsburgh’s criminal justice degree completion program at HVCC count as institutional credits and are applied toward all residency requirements. Students pay tuition at the home institution (SUNY Plattsburgh) only. Cross-registration grades apply toward all GPA calculations. Actual grades are posted on the student’s academic transcript. The registrar of the host campus collects grades from the faculty and forwards them to SUNY Plattsburgh for processing. Any health center requirements (immunization/records/physical examination, etc.) must be met at SUNY Plattsburgh only.

NOTE: Students enrolled in SUNY Plattsburgh’s criminal justice degree completion program at Hudson Valley Community College (HVCC) who are cross registering at SUNY campuses other than HVCC and SUNY Adirondack follow the same guidelines as the main campus students listed above.

Cross-Registration Guidelines for non-SUNY Plattsburgh Students

SUNY Plattsburgh permits students from other colleges and university to cross-register for courses on a space-available basis according to the policies of SUNY Plattsburgh and the State University of New York. For additional information contact the Registrar’s Office at registrar@plattsburgh.edu or call 518-564-2100 for assistance.

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 minimum 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 Requirements for a Bachelor’s Degree 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, as appropriate. The advanced writing course is a major requirement within each major; therefore, students with double majors will usually 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 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.) Students should be aware that pursuing more than one major may require additional time to graduation and additional costs.

Education Law: Absence due to Religious Beliefs

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, 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 registrar is the college’s designee for FERPA-related issues. Inquiries may be submitted by email to registrar@plattsburgh.edu or by calling 518-564-2100 for assistance. 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. Under the Family Educational Rights and Privacy Act (FERPA), SUNY Plattsburgh offices and officials may choose at their discretion to release, or not release, Directory Information. Questions may be directed to the college registrar who acts as the college’s FERPA officer. SUNY Plattsburgh hereby designates the following categories...


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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), honor(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, Keohoe 306. Confidentiality requests are honored during the entire academic year in which the request is filed and must be renewed annually by the student to continue to withhold directory information. SUNY Plattsburgh assumes that failure on the part of a 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: An explanation of the procedures used by the college for compliance with the provisions of the act is available on the college website at www.plattsburgh.edu/policies/privacy/ferpa/students.php. FERPA becomes effective on the first day of classes for those newly admitted students who have scheduled at least one course.

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

1. A school official is a person employed by or doing volunteer work for the State University of New York at Plattsburgh and/or SUNY System Administration in an administrative, supervisory, academic, legal, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the College councilor Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SUNY Plattsburgh who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information (PII) from educational records, such as an attorney, auditor, or collection agent, College Auxiliary Services, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college and/or the State University of New York (SUNY).

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.


Deceased Students: The privacy rights of an individual expire with that individual's death. Records held by an institution for a deceased person are a matter of institutional policy and not a FERPA issue. SUNY Plattsburgh will exercise its discretion in deciding whether, and under what conditions, information should be disclosed to survivors or third parties.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a Federal- or State-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood
education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 18 credit hours in the EBP. (Please see the table below.)

<table>
<thead>
<tr>
<th>Intermediate Level</th>
<th>Advanced Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 090 Writing</td>
<td>ENG 100 College Writing I (ESL)</td>
</tr>
<tr>
<td>ESL 092 Grammar Editing</td>
<td>ESL 102 Adv. Grammar Editing</td>
</tr>
<tr>
<td>ESL 094 Listening</td>
<td>ESL 104 Advanced Listening</td>
</tr>
<tr>
<td>ESL 096 Conversational English</td>
<td>ESL 106 Advanced Conversational English</td>
</tr>
<tr>
<td>ESL 098 Reading</td>
<td>ESL 107 Advanced Pronunciation</td>
</tr>
<tr>
<td></td>
<td>ESL 108 Advanced Reading</td>
</tr>
<tr>
<td></td>
<td>ESL 109 Advanced Vocabulary</td>
</tr>
<tr>
<td></td>
<td>ENG 101 College Writing II (ESL)</td>
</tr>
<tr>
<td></td>
<td>INT 107 Cross Cultural Conversation</td>
</tr>
<tr>
<td></td>
<td>ESL 110 Critical Reading</td>
</tr>
</tbody>
</table>

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 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 completing one first-year composition curricular path and a designated advanced writing (AWR) course or courses in the student’s major. There are two first-year composition curricular paths: path A (ENG 100 and ENG 101) and path B (ENG 101 only). Entering freshmen choose a path by participating in the college’s Directed Self-Placement program. Students who choose path A must earn a grade of C (2.0) or better in ENG 100 as a prerequisite for enrolling in ENG 101. All students are required to obtain a minimum 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.

Foreign Language Placement
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 high school should choose 111. Such students taking Spanish or other languages should enroll in the 112 course. Those who have completed three years of French in high school should choose 150. Students who have had two years or fewer of high school foreign language who have not taken college level language courses and wish to be placed beyond a level of language commensurate with their high school transcripts, may take a non-credit placement assessment for French or Spanish, given at each orientation session.

Students who are judged prepared for a 112 or 150 course based on their high school course work or performance on the placement assessment administered by the Modern Languages and Cultures 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. 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 Modern Languages and Cultures, 518-564-3829.

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

Overarching Principles: The assignment of grades based on the evaluation of student work is at the heart of an educational institution’s academic integrity. The purpose of grades is to communicate the instructor’s evaluation of student performance in terms of student learning outcomes and standards of achievement. Grades should reflect levels of student achievement on student learning outcomes and standards presented to students at the beginning of a course in a syllabus.

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; 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)
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 500-699 or 5000-6999) is normally limited to persons who have completed a baccalaureate degree. In order to take a graduate course (for undergraduate or graduate credit), an undergraduate student:

1. Must have at least one hundred five (105) completed credits;

2. Must have a cumulative GPA of at least 3.0;

3. If the graduate course to be taken is in the student's own major, the student must have a major GPA of at least 3.0;

4. Cannot register for more than sixteen (16) credit hours of undergraduate and graduate courses combined during that semester;

5. Must specify in advance whether the course will be applied to the undergraduate degree program or will count as non-matriculated graduate credit;

6. Cannot accumulate more than six (6) graduate credits as an undergraduate; and

7. Must receive the approval of the instructor and the chair of the department offering the course, and of their adviser, department chair, and academic dean (through the Approval for an Undergraduate to Take a Graduate Course form).

Students matriculated in a combined undergraduate/graduate program (such as the BA/MST programs) are not guided by the terms of this policy, but rather by the policies specific to their program. Students pursuing undergraduate study at a college or university other than SUNY Plattsburgh may petition to take a graduate course at SUNY Plattsburgh under this policy.

NOTE: Students receiving financial aid must be enrolled in a minimum of twelve (12) credits applicable to their undergraduate degree in order to be eligible for financial aid.

Grievance Procedure
If a student feels that an assigned grade is not consistent with the grading policy that has been articulated in the course syllabus, or that he or she is being evaluated unjustly, he or she 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 procedures. 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. Copies of both of the above-mentioned policies are available at deans' offices and at www.plattsburgh.edu/offices/academic/provost.)

Honor Code Statement for Syllabi
It is expected that all students enrolled in this class support the letter and the spirit of the Academic Honesty Policy as Stated in the College Catalog.

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) in Kehoe 209 who joins with the faculty in assisting these students.

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.

Maximum Course Load
The maximum number of credits for which undergraduate students may enroll without special permission during fall and spring semester is eighteen (18). The maximum for winter session is 7 credits. For the two-week summer session the maximum is 4 credits and for the five-week summer sessions the maximum is 7 credits per session. The maximum number of credits for which a student may enroll during the summer session is 15 (including enrollment at SUNY Plattsburgh and at any other colleges). 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 twenty-three (23) credits in a spring or fall, over eighteen (18) credits in all sessions of one summer, or over nine (9) credits in winter session.

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.

NOTE: The Business Minor is not available to students in the following majors: accounting; business administration; entrepreneurship; finance, global supply chain management; information systems, and analytics; and marketing.

Official Modes of Communication
SUNY Plattsburgh considers the college’s email system (e.g., employee’s username@plattsburgh.edu, student’s username@mail.plattsburgh.edu), along with the United States Postal Service, to be 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 email account. It is recommended that employees and students frequently access their college-assigned email account for official information. Individuals may choose to have their @plattsburgh.edu or their @mail.plattsburgh.edu email 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 email account to a functioning alternative email address. The college is not responsible for delivery problems to non-official email accounts.

Online Courses and Degree Programs
Online Courses: SUNY Plattsburgh offers a wide variety of online graduate and undergraduate courses through our Moodle learning management system. Most courses are semester-based and require active participation; all have the same rigor and objectives as traditional college courses. Online courses are also offered during winter and summer sessions.

A complete list of online courses and information that will help assess your readiness to take an online course may be found on the Web at: plattsburgh.edu/academics/onlinelearning/. You may also email questions to: onlinelearning@plattsburgh.edu.

Online Degree Programs: Our new Master of Science degree in Fitness and Wellness Leadership is a fully online program that provides opportunities for careers in the emerging fitness/health/wellness industry. Our RN-to-BS Option provides an online completion program for individuals who currently hold the R.N. and want to complete their four-year B.S. Nursing degree. Our faculty teach all online nursing courses, with clinical experience at regional institutions.

Our Master of Science in Expeditionary Studies is a limited-residency program tailored to the needs of
working professionals. A majority of the courses are fully online, allowing you to live anywhere while completing these requirements. Just two courses require making arrangements to work with EXP faculty teachers and leaders in our local and off-campus courses, requiring no more than a total of four, non-consecutive weeks in residence. The final courses are independently led expeditions, scheduled to fit around your schedule.

More information about online degree programs can be found on the Web at: plattsburgh.edu/academics/onlinelearning/onlineprograms.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 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), pre-pharmacy 3 + 4 programs; b) students completing final course work in SUNY-sponsored study abroad programs (supported by a university center or four-year liberal arts college); and c) students enrolled in Nursing (R.N. – B.S. Online Program Option). In addition, the upper-division credit hour requirement states that a minimum of 45 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.

Recording in the Classroom Policy

Recording in the classroom must respect the intellectual property rights of the holder of those rights and the privacy of individuals in the class.

Please note that this policy does not supersede any ADA accommodations that have been arranged through Student Support Services.

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 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.)

Social Media Pedagogical Applications

Social media are Internet or mobile digital tools and systems that are available to the general public and that are used to share and/or receive information or conversation.

Faculty may utilize social media within courses taught at the College. The pedagogical role of social media should be determined by individual faculty members with the goal of enhancing the course content. Faculty members should consider the pedagogical necessity of the use of social media in light of the fact that no social media can guarantee privacy.

Faculty considering the use of social media must provide students the opportunity to use a pseudonym or alias on the site should they choose to do so. All members of the social media group/site should remain aware of the basic rights to privacy and that no privacy
option can provide total protection from personal information being shared beyond the bounds of the group. Information posted to social media should be limited to information normally shared in a course/classroom or included in the college directory, consistent with Federal Educational Rights and Privacy Act (FERPA) guidelines.

In addition, social media should not include summative or formative evaluative feedback specific to an individual student.

All social media sites utilized within courses must adhere to the records retention policies of the College.

**Student Learning Outcomes (Undergraduate)**

Graduates of SUNY Plattsburgh’s bachelor’s degree programs should:

1. Have mastered the core knowledge, skills and perspectives of their major field of study.
2. Be prepared to hold a professional position, or pursue graduate studies, and continue to grow intellectually, professionally and personally.
3. Demonstrate ethical awareness in their personal and professional life.
4. Communicate effectively in written and oral expression.
5. Think analytically and critically and reason logically.
6. Access, evaluate, and use information and technology effectively and efficiently.
7. Understand the process and impact of mathematics, science, and technology on society.
8. Respect and appreciate ethnic and cultural diversity.
9. Recognize continuity and change in human experience.
10. Appreciate literary and artistic expression.
11. Integrate the liberal arts with personal and professional learning.
12. Have acquired the capacity for self-reflection as a requirement for working independently and cooperatively.
13. Be able to work effectively in group settings and assume leadership roles when appropriate.
14. Become responsible contributing members of their professional, local, regional and global communities.

**Summer Session**

The first summer 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 of 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.

**Transcript**

A transcript is a legal document of the student's academic record that is protected by FERPA and maintained by the Registrar's Office. The transcript 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.

**Transcript Requests**

SUNY Plattsburgh enlisted Credentials, Inc. to offer TranscriptsPlus secure website services for the convenience of our students and alumni when requesting official transcripts. The cost for each transcript using the TranscriptPlus system is $10 and must be paid with a major credit card. Additional fees apply if using the Federal Express or the PDF option for delivery. TranscriptsPlus uses Web encryption technology, ensuring your information is secure. Online orders may qualify for “automatic authorization” in lieu of submitting a signed authorization form. To qualify, your order must meet the following criteria:

1. Name provided on the request and on your credit card matches exactly your name as it appears on your SUNY Plattsburgh record, and
2. Date of birth and student identification number (700 or 701 number) or social security number match exactly the information on your SUNY Plattsburgh record, and
3. You do not have attachments needed to accompany your order.

If your order is not eligible for “automatic authorization,” a form will be forwarded to you by email. Print and sign the form and FAX or mail as noted. Your transcript request will be processed upon receipt of your signed authorization. If you have attachments that need to be forwarded with your official transcript, you may still use the TranscriptsPlus service by uploading the attachments to the Credentials site for PDF processing.

Due to FERPA policy, which defines limitations of access to students’ educational records, transcript requests by telephone, email, FAX or Internet are not accepted. All outstanding debts with the college must be cleared before transcripts are released. Transcript
request forms are also available at the Registrar’s Office or at www.plattsburgh.edu/register/.

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

**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.)

**Waiting Period for Arrival of Class Instructor**

On-time attendance at class is expected of both students and instructors. In cases in which an instructor is late in arriving to class, students are expected to wait 15 minutes. After 15 minutes, if there has been no official notification of the instructor’s anticipated arrival time, students are free to leave. In these instances the student will not be considered to have violated class attendance policy.

**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.

**Withdrawal from College**

**For Personal Reasons:** Withdrawal from college for personal reasons (not including medical or military activation) during a semester may be granted by the Office of Academic Advising (for undergraduate students) or the Graduate Admissions Office (for graduate students) prior to the last ten calendar days of the semester. If withdrawing from the current 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. Grades earned in courses completed prior to the effective date of the college withdrawal are noted on the student’s record and count toward semester and cumulative GPAs. Such grades may subject a student to an academic progress review at the end of a semester. As a result, students with cumulative GPAs below 2.0 are subject to academic dismissal from the college as the Academic Progress Standards supersede college withdrawals.

It is not possible to process a College Withdrawal for non-medical reasons during the last ten 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 who wish to withdraw from college permanently or for a short time should complete the Graduate Studies College Withdrawal form available at www.plattsburgh.edu/admissions/graduate/forms.php. Students should be aware of the time limitations for completing a degree and retaining credits for master’s degrees and certificates of advanced study. 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. Grades earned in courses completed prior
to the effective date of the college withdrawal are noted on the student’s record and count toward semester and cumulative GPAs. Such grades may subject a student to an academic progress review at the end of a semester. As a result, students with cumulative GPAs below 2.0 are subject to academic dismissal from the college as the Academic Progress Standards supersede college withdrawals. A medical/mental health college withdrawal could be taken into consideration in an appeal of any academic progress review action.

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/coordinate (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. The Student Veterans Support coordinator is also available to assist those called to active duty when they need to process a military withdrawal. Please contact the Coordinator at 518-564-4425 for further assistance.

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 the sixth floor of the Kehoe Administration Building.