Graduate Studies

SUNY Plattsburgh is one of the original arts and science colleges in the State University of New York System, enrolling over 5,700 undergraduate students and 350 graduate students. Graduate programs permit advanced study in early childhood, adolescence, childhood, educational leadership, literacy, teaching and learning, and special education; student affairs and higher education; clinical mental health counseling; school psychology; speech-language pathology; natural science; and expeditionary 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 Commission on Higher Education [3624 Market St., Philadelphia, P.A. 19104-2680; telephone 267-284-5000] 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. The mental health counseling program is also approved and registered by 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.
GRADUATE INFORMATION AND PROGRAMS

**Sources of Information**

**General Information**

- **Graduate Admissions**
  - Kehoe Admin. Bldg, Room 113
  - 518-564-4723 or 800-723-9515

- **Dean, School of Arts and Sciences**
  - Ward Hall, Room 101
  - 518-564-3150

- **Dean, School of 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 Technology Services**
  - Feinberg Library, Room 211
  - 518-564-5180

- **Dean**
  - SUNY Plattsburgh Branch Campus at Queensbury
  - Suite 115, J. Buckley Bryan RHEC
  - Queensbury, N.Y. 12804

- **Associate Dean**
  - SUNY Plattsburgh Branch Campus at Queensbury
  - Suite 115, J. Buckley Bryan RHEC
  - Queensbury, N.Y. 12804

- **Provost/Vice President for Academic Affairs**
  - Kehoe Admin. Bldg., Room 802
  - 518-564-5402

**Program Information**

- **Adolescence Education (M.S.T.)**
  - Sibley Hall, Room 200C
  - 518-564-5131

- **Childhood Education (M.S.T.)**
  - Sibley Hall, Room 200C
  - 518-564-5131

- **Clinical Mental Health Counseling**
  - Ward Hall, Room 104A
  - 518-564-2164

- **Early Childhood Education**
  - Sibley Hall, Room 309
  - 518-564-5143

- **Educational Leadership**
  - Regional Higher Education Center
  - 640 Bay Road
  - Queensbury, N.Y. 12804
  - 518-792-5425

- **Expeditionary Studies**
  - 102 Broad St.
  - 518-564-5292

- **Fitness and Wellness**
  - Memorial Hall, Room 214
  - 518-564-3149

- **Literacy Education (M.S.Ed.)**
  - Sibley Hall, Room 309A
  - 518-564-5143

- **Natural Science/Professional Science (M.S.)**
  - Beaumont Hall, Room 442
  - 518-564-3039

- **School Psychology (M.A. and C.A.S.)**
  - Beaumont Hall, Room 211
  - 518-564-3076

- **Special Education (M.S.Ed.)**
  - Sibley Hall, Room 309A
  - 518-564-5143

- **Speech-Language Pathology (M.A.)**
  - Sibley Hall, Room 224
  - 518-564-2170

- **Student Affairs and Higher Education (M.S.)**
  - Ward Hall, Room 106A
  - 518-564-2164

- **Teaching and Learning (M.S. Ed.)**
  - Sibley Hall, Room 309
  - 518-564-5143

*See also the Office Directory at the beginning of this catalog or our website: 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). In order to be considered a matriculated graduate student, it is important to take at least one course during the semester for which you are accepted.

Completed applications for admissions should be submitted to the Graduate Admissions Office.

Application deadlines vary by program.
GRADUATE INFORMATION AND PROGRAMS

Rolling Admissions: Applications for programs with rolling admissions should be completed at least 6 weeks prior to the beginning of the semester. Program seating may fill prior to this time, so please call the Office of Graduate Admissions at 518-564-4723 to check for current enrollment availability. Graduate programs with rolling admission include:

- Education: literacy, special education, teaching and learning, educational leadership, teacher leadership, early childhood (fall, spring, or summer entry)
- Natural Science (including the professional science majors in environmental science) (fall or spring entry only)
- Expeditionary Studies (fall or spring entry only)
- Fitness & Wellness (fall or spring entry only)

Fall Semester – Application Deadline February 1:
- Counselor Education: clinical mental health counseling, and student affairs & higher education
- School Psychology
- Speech-Language Pathology

Fall or Summer Semester – Application Deadline February 15:
- Education: Adolescence Education, Childhood Education

Applications received after the due date are considered on a space available basis unless the graduate program conducts interviews. Applications are available online, and from the Graduate Admissions Office at 518-564-GRAD (4723) or toll free 800-723-9515.

Completed applications are forwarded to the faculty responsible for the degree program for their review. Application decisions are then sent 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.

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 or graduate@plattsburgh.edu to verify that letters of recommendation, college transcripts, and appropriate test scores have been received.

Interviews are required for Counselor Education, School Psychology, Speech-Language Pathology, Literacy, M.S.T. Childhood and Adolescence Education, Teaching and Learning, and the Educational Leadership programs (TL, SBL, SDL).

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 SUNY Plattsburgh) may be applied toward a graduate degree at SUNY Plattsburgh. It is strongly recommended that non-matriculated students discuss their plans with an advisor in the appropriate department/program before taking any courses.

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.

General Admission Requirements, Transfer Credit, and Time Limitations

FOR MASTER’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 3.0 on a 4.0 scale. Each program has specific GPA requirements.
   c. Three letters of recommendation 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. Teacher Education, Educational Leadership and Speech-Language Pathology graduate programs have their own recommendation forms.
GRADUATE INFORMATION AND PROGRAMS

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 area 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:
   a. 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.
   b. Transfer courses must be similar in quality, scope, and nature to corresponding courses at SUNY Plattsburgh and must form a logical, relevant, and coherent part of the student's total graduate program.
   c. 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.
   d. Approval of transfer credit is the responsibility of the faculty of the department/program which supervises the graduate program and the dean of the appropriate division.
   e. It is the student's responsibility to have an official transcript included with the request to accept transfer credit.

4. Time Limitation — For master'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. A baccalaureate degree from an accredited institution. The Educational Leadership programs and CMHC C.A.S. also requires a master's degree.
   b. A grade point average of at least 2.5 on a 4.0 scale.
   c. Three letters of recommendation 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.ets.org/gre. The Miller Analogies Test (MAT) may be taken on the Plattsburgh campus. Contact the Counselor Education Department at 518-564-2164 to make arrangements to take this exam in Plattsburgh.

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 area 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:
   a. Up to 30 credit hours may be accepted toward the completion of a C.A.S. program of 60 or more credit hours.
   b. Each course transferred must be relevant to the candidate's selected C.A.S. program and the program described for other time limits that may apply.

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be comparable in quality and scope to the graduate courses at SUNY Plattsburgh.
c. 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 department/program.
d. Approval of transfer credit is the responsibility of the faculty of the department/program which supervises the graduate program and the dean of the appropriate division.
e. 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 PBT, 83 IBT or 7.5 IELTS, 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 800-723-9515 (from anywhere in the continental U.S.) or 518-564-4723 (graduate@plattsburgh.edu) or Global Education Office (GEO) at 518-564-3287 (geo@plattsburgh.edu) or visit our website at: 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 (rubella), 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 the Expenses and Financial Aid section of this catalog. 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. Click on “Out-of-State Students” to the left. The deadline for applying is Friday of the fourth 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 or working on an aid eligible certification. 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
SUNY Plattsburgh, Kehoe 406
101 Broad St.
Plattsburgh, NY 12901

Telephone: 518-564-2072
Toll Free: 877-768-5976
Fax: 518-564-4079

Email: finaid@plattsburgh.edu
Website: www.plattsburgh.edu/financialaid

Federal Aid Programs and Eligibility
The most common federal aid programs for graduate students include Work-Study, TEACH grants, Grad. PLUS and unsubsidized 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 “How to Apply.” 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 only receive federal aid once for a repeat course that was previously passed. 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. All of these requirements and other requirements that students must satisfy are described in the Federal Student Aid Handbook www.ifap.ed.gov.

State Aid Programs and Eligibility

The most common state aid programs for graduate students include:

EOP/HEOP/SEEK Graduate Tuition Waiver

Graduates of New York state public or private colleges who participated in the EOP, SEEK, or HEOP programs as undergraduates are eligible to apply for graduate tuition waivers. Full-time attendance (12 credits) and matriculation are required. Due to limited funds, early waiver application is encouraged. Amounts vary with available funds. Tuition waiver applications are available in the Plattsburgh Graduate Admissions Office and must be filed prior to each semester of full-time attendance.

Graduate Diversity Fellowships

U.S. citizens or permanent residents who will contribute to the diversity of the student body are eligible to apply by February 15. The fellowships are available to new applicants to SUNY Plattsburgh's graduate programs. Full-time enrollment (12 credits) is required. Stipend amounts are determined by the campus and depend on annual funding from New York state. Applications are available in the Plattsburgh Graduate Admissions Office. An application can also be downloaded from the Financial Aid Office forms page.

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 10 to 20 hours of work per week. Assistantships are usually granted for an academic year, but under special circumstances they may be awarded for a single semester. Visit www.plattsburgh.edu/admissions/graduate/assistantship/ for more information.

Part-Time Employment Opportunities

Graduate students interested in part-time employment opportunities can seek assistance through the Career Development Center, Angell College Center, Room 118, 518-564-2071.

- On-campus employment opportunities include part-time positions through Student Temporary Service, Research Foundation, and College Auxiliary Services.
- 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 yard work. 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 scholarship search engines to search for private grants and scholarships. Some banks offer alternative loans to students who need additional assistance in meeting college costs for education.

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 Global Education Office (GEO) at 518-564-3287 or toll free within the U.S. 877-877-5170 (geo@plattsburgh.edu).
Satisfactory Academic Progress

Graduate Federal Aid Programs include Work-Study, TEACH Grants, Direct PLUS Loans, and Perkins Loans. Graduate students must maintain satisfactory academic progress in order to remain eligible for these aid programs. At the end of each semester, the Financial Aid Office (FAO) evaluates whether graduate students satisfy federal and state academic standards (see below). If a student fails any of these standards, the FAO forwards the student a courtesy letter and may be required to cancel all financial aid for which the student is ineligible.

Federal Standards
1. Maintain a cumulative GPA of at least 3.0 at SUNY Plattsburgh
2. Earn at least 66.7% of attempted credits
3. Graduate within seven years (if admitted in Summer 2007 and thereafter), or within 10 years (if admitted prior to Summer 2007)

All matriculated graduate students must meet the following standards to both establish and maintain eligibility for federal aid programs. Satisfactory academic progress (SAP) standards are evaluated at the end of each semester. SAP standards for federal aid programs include qualitative (GPA) and quantitative (pace) components, and maximum timeframe requirements.

Qualitative Measure (GPA)
Graduate students must maintain a minimum Plattsburgh cumulative GPA of 3.0.

The cumulative GPA at Plattsburgh does not include transfer coursework, or the following grades: pass (P), incomplete (I), withdrawal (W), withdrawal from college (WC), non-credit (NC), non-available (N), proficiency (PR), and audit (U).

Quantitative Measure (Pace)
Graduate students must earn at least 66.7% of all credits attempted.

Note that pass (P) grades are considered completed credits, although the following are not: failure (E), incomplete (I), withdrawal (W), withdrawal from college (WC), non-credit (NC), non-available (N), proficiency (PR), and audit (U).

Maximum Timeframe
Graduate students must successfully complete their degree pursuit within ten years if admitted prior to Summer 2007. If admitted in Summer 2007 and thereafter, degree pursuit must be attained within seven years.

Repeated Credits
Students may repeat coursework according to University academic policy, defined in the college catalog. Federal aid programs may only be used one time for retaking previously passed coursework. The most recent/last grade earned in repeat coursework will be used in the GPA computation and only courses taken and repeated at SUNY Plattsburgh (or through cross registration) will count toward a student's GPA. Each course attempt is included in the quantitative and maximum timeframe components of SAP review.

Financial Aid Warning
The first time students fail a federal standard (other than maximum timeframe), they are automatically assigned one-semester of warning and continue to receive federal aid during this warning semester. If students on warning do not satisfy all standards by the end of the warning semester, the student becomes ineligible for federal aid the following semester. Students may appeal ineligibility.

If ineligible for federal aid, students may continue to attend without federal aid or appeal for a probation term. (See “Appeal For Probation Term” in the undergraduate Financial Aid section of this catalog).
Important Notice on College Academic Standing

College policies require that all graduate students maintain a cumulative grade point average (GPA) of 3.0 to remain in good academic standing. If your cumulative GPA is below 3.0, you may be at risk of academic dismissal from the college. Please refer to any notifications sent by James Liszka, Provost and Vice President for Academic Affairs, regarding your academic standing and conditions of your academic status. Regardless of your eligibility for financial aid, you must be a matriculated student in good standing with the college to receive financial aid. If your status is dismissed or non-matriculated, you will not qualify for financial aid under any circumstances.

If you have any questions or need additional assistance, please telephone the Financial Aid Office at 518-564-2072 or toll-free at 877-768-5976.

Graduate Academic Policies, Standards, and Information

Many 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 Office of Teacher Certification and Graduate Advising 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. 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 deemed necessary.

Each matriculated graduate student is assigned an advisor by the department/program which sponsors the program. The advisor is the main resource person for the 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 master’s program at a time.

Non-Matriculated Study

For more information see “Non-Matriculated Study” in the Graduate Admissions Policies and Procedures section of this catalog.

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 or 5000-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 on the Registrar’s Office and online at www.plattsburgh.edu/register.) Each course taken through the permission to attend another institution 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 Study

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 signatures of the faculty member sponsoring the study and of the advisor are required. The request must also be signed by the chair/director of the department/program offering the course before being forwarded to 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 and online at www.plattsburgh.edu/register) 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 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, departments/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 grade. 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.

There is also a grade “IP” — In Progress — which may be assigned for incomplete thesis work, thesis seminars, field work and other equivalent long-range projects. After two years following the recording of a grade of IP, this grade shall become an “E” unless the student re-enrolls in or withdraws from the course. Requests for such course withdrawals must be received by the Registrar's Office by the Friday of the 10th week (fall and spring semesters) or the midpoint of a summer or winter session immediately preceding the two-year mark.

For SUNY Plattsburgh’s policy and procedures concerning Incomplete (I) grades, see the Academic Policies, Standards, and Information section of this catalog.

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. Any application for readmission to the college (whether for the same or a different graduate program) must follow the normal graduate admissions application process. See “General Admissions Requirements, Transfer Credits, and Time Limitations” in the Graduate Information and Programs section of this catalog. For specific procedures regarding academic progress, professional progress standards, review, probation, and appeal, consult your academic advisor.

Change of Program
Matriculated students who desire to change from one graduate program to another must follow the normal graduate admissions application process. See “General Admission Requirements, Transfer Credits, and Time Limitations” in the Graduate Information and Programs section of this catalog.

Branch Campus
Graduate-level degree and certificate programs (M.S. Adolescence Education, M.S. Childhood Education, Teacher Leader, School Building Leader, and School District Leader), and other courses in education are currently offered to students at SUNY Plattsburgh’s Branch Campus at Queensbury. The requirements for entry, retention, and completion of the professional education programs are the same for students undertaking coursework at the Branch Campus as they are for students who complete all their course work on the Main Campus.

Approximately 125 graduate students enroll in courses offered at the Branch Campus, located on the campus of SUNY Adirondack in Queensbury. In cooperation with SUNY Adirondack, the SUNY Plattsburgh Branch Campus offers students a variety of services, including library facilities, computer and Internet access, supplies easily available through the bookstore, and food services. At the Branch Campus office located in the J. Buckley Bryan Higher Education Center, students may obtain information on programs, admissions and registration procedures, and schedules of courses as well as academic advisement. Open Monday through Friday, this office offers assistance in all areas of academics, from purchasing textbooks and securing a student identification card to registering for graduate admissions tests.

Prospective students are urged to call 518-564-4723 for an appointment or request information via the Branch Campus website at www.plattsburgh.edu/branch campus/acc.

Ethical Standards and Professional Behavior
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 follow 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 Code of Conduct Manual (available at www.plattsburgh.edu/studentlife/judicialcharges/conductcode.php) and in any departmental publications. All students are held accountable to these regulations under the College Judicial System.

Admission of Persons with Prior Felony Convictions or Disciplinary Dismissals
State University of New York (SUNY) policy requires applicants for admission as undergraduates and graduate students to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. New York State Corrections Law [Sections 750, 752 and 753] forbids discrimination against individuals previously
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 or dean 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, consult the program coordinators. Courses completed at SUNY 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. Matriculated students who do not enroll in at least one course for any fall or spring semester are asked to 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 both master's degrees and certificates of advanced study. When a graduate student is ready to take a course after a semester or more off, they must complete the Intent to Return to Graduate Studies, form available at www.plattsburgh.edu/admissions/graduate/forms.php.

If you do not enroll in a course in the Spring or the Fall semester, the Banner system will deactivate your email and net ID (even though you are still considered a matriculated graduate student). If you would like to continue utilizing library and information technology services (including getting email from your department), you will need to pay a technology fee of approximately $40.50 for the semester. You are not obligated to pay this fee but if you are completing a dissertation or have taken an incomplete grade, it may be to your benefit to do so. Please contact the Director of Student Accounts if you would like to maintain technology services during a semester in which you are not taking classes.

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 master's degree programs of 60 credits or more and all certificate of advanced study programs, 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 on 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...
Important Information Regarding New York State Certification
(for Teachers or Other School Personnel)

Citizenship
United States citizenship is not required for certification. However, permanent/professional 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 coursework 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 EDU 5110, or EDU 5120 at SUNY Plattsburgh. (Other HED courses meet various portions of these requirements. Consult your department chair or the graduate advisor for details.)

All students who seek certification in teaching must complete a minimum of six clock hours of instruction regarding the Dignity of All Students Act (DASA) training in Harassment, Bullying, and Discrimination Prevention and Intervention. The requirement can be met by the satisfactory completion of CDS 596, CLG 540, EDA 5060, EDR 513, EDS 507, EDS 543, EDU 230, EDU 380, EDU 5201, EDU 5205, PSY 554 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. Questions pertaining to the fingerprint process may be directed to the Educational Studies and Services’ Office of Field Experience. Students must complete the fingerprinting process prior to student teaching.
Institutional Recommendation
SUNY Plattsburgh has the authority to recommend to the State Education Department via the TEACH online certification process 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. Students must also submit their TEACH Waiver Consent located on their college Banner student account for authorization to use social security numbers.

Teacher Certification Examinations
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) www.nystce.nesinc.com. See the Director of Certification (Sibley 400 or office secretary in Sibley 302).

Training in the Needs of Children with Autism
Effective September 1, 2009 coursework or training in the Needs of Children with Autism is required for all applicants seeking teaching certificates in all areas of Special Education. For students enrolled in the Special and Childhood Education undergraduate programs, the courses that provide this content include EDS 410, EDS 429, EDS 461, EDS 481 and CDS 500 (Communication Disorders). For students enrolled in the Special Education graduate program and the B.S./M.S.Ed. Childhood Special Education programs the course which meets this content is EDS 524.

Additional Information
For additional information about certification in New York state relating to specific programs, please contact the Director of Certification, Bethanne DeLGAudio or the office secretary in Sibley 302. Please check the New York State Education Department website, www.nysed.gov, regularly for information updates, or her faculty website at www.faculty.plattsburgh.edu/bethanne.deIgaudio, 518-564-2124.

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.