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# Policies

# Academic Policies

## Non-matriculated Student Attendance

Students who hold a bachelor's degree and wish to attend graduate courses on a part-time, non-matriculated basis, may do so by registering for the courses. All prerequisites for these courses must be fulfilled.

Non-matriculated students are not assigned advisors and register after degree students. Students who wish to become matriculated or pursue a degree, will need to apply formally for admission by the time they complete nine credit hours.

## Full-time Graduate Status

You qualify as a full-time graduate student if you satisfy one of the following:

1. Have been awarded a graduate assistantship and are registered for six credit hours or more.
2. If you are registered for nine credit hours and are not receiving financial aid.
3. If you are registered for 12 or more credit hours, you may be eligible for aid from the New York State Tuition Assistance Program (TAP). For other financial aid, please consult the Financial Aid Office.

*Note: If you receive TAP funds, you must be enrolled in at least 12 credit hours during the fall and/or spring semesters. To qualify for TAP during the summer, you need to register for a total of six credit hours, which can be taken in either Summer Session I or Summer Session II. You also may qualify by enrolling in three credit hours during each session.*

## Maximum Credit Load

The recommended course load is nine to 12 credit hours for graduate study, and graduate students in good standing in consultation with their advisors may register for the fall and spring semesters for 14 hours. For summer sessions, the maximum number of credit hours a student may take each summer session is eight, for a total of 16.

## Minimum Average Required for Master's Degree and Certificate of Advanced Study

The master's degree or certificate of advanced study is awarded to students who have an overall 3.0 grade point average. To enroll in the thesis project or comprehensive exam, a student must have achieved a 3.0 grade point average.

All students enrolled in a master's degree or certificate of advanced study program are required to maintain a minimum 2.8 cumulative grade point average in graduate work. Students whose cumulative grade point average remains below 2.8 for two consecutive terms of enrollment may be dismissed from the College. At the end of the first semester during which a student's grade point average falls below 2.8, students are notified that they are in danger of dismissal. The director or assistant director of graduate studies will make notification of dismissal in writing. No grade below C- will be counted toward a master's degree or a certificate.

## Change of Major

Students who want to transfer from one degree curriculum to another must have the approval of the department supervising the new degree program and the director of graduate studies. Change of status forms are available in the departmental offices, on the Web and in the Graduate Studies Office. The department in which the student wishes to pursue degree or certificate study has the prerogative to accept or refuse courses completed as part of another curriculum.

## Prerequisites

Students enrolled in courses at the graduate level are expected to have the appropriate preparation to enable them to participate fully in those courses. They are responsible for any prerequisites listed for the specific graduate courses.

## Incomplete Grades

Work required for incomplete graduate courses (IN) must be completed within one year. The grade of E (failure) automatically is assigned for incomplete courses at the end of one year.

## Withdrawal

### From a Course

The letter X indicates official withdrawal from a College course without academic penalty. Grades of X will not be awarded for courses that are dropped during the official drop and add period — the first three days of the semester for semester courses or before the second class meeting of modular or quarter courses.

Students are not allowed to withdraw from classes the last three weeks of semester courses (after Nov. 15 in the Fall and April 15 in the Spring) or the last week of quarter or modular courses.

### From the College

Graduate students who withdraw from the College for any reason are subject to the procedures described in the academic policies section of this catalog. In addition, graduate students who are withdrawing are expected to notify, in writing, the director of graduate studies by filling out the appropriate withdrawal form.

## Leave of Absence

A leave of absence for a specific period of time may be granted to a student in good academic standing, that is, not subject to academic dismissal. A student applying for a leave of absence must give a definite date for return to the College and must register within one academic year of the date of leaving the College. A student not returning to register within a specified time will be classified as an official withdrawal. Application for a leave of absence must be made in the Graduate Studies Office.

## Retaking Courses

Students may retake a particular graduate course only once, and the student's cumulative average will reflect only the last grade received. A retake form must be filed in the Graduate Studies Office at the beginning of the semester during which the course will be retaken.

## Pass/No Credit Option

Courses taken on a Pass/No Credit basis may not be applied to a SUNY Cortland graduate degree or certificate program. If you are a non-matriculated student you may take graduate courses for which you are qualified on a Pass/No credit basis. However, courses taken on a Pass/No credit basis may not be later applied toward a SUNY Cortland degree or certificate program. If you are a matriculated student you may not undertake any course applicable to a Cortland degree or certificate program on a Pass/No Credit basis. Only work of C quality or better may receive a pass grade and you must complete all required work for the course.

## Degree Candidacy

After admission to a degree program, the student must complete, at Cortland, six credit hours of graduate courses approved by the department in which the graduate degree program is being pursued. If the grades are As, Bs or a 3.0 grade point average in these approved six hours of course work, the student should file for candidacy for the graduate degree.

Students are expected to complete at least 15 credit hours of course work after establishing candidacy for the degree. Application for Candidacy forms are available in the Graduate Studies Office and online. Consult the Graduate Studies Office or graduate coordinator of the degree program for more candidacy information.

In programs where completion of the master's degree partly fulfills requirements for professional or permanent certification to teach in New York State, requirements for initial or provisional certification in the teaching area must be obtained before candidacy for the degree can be approved.

## Transfer of Academic Credit

Graduate students cannot transfer more than six credit hours of graduate work from an accredited institution. Such transfer credit must have been completed within five years prior to graduate degree conferral at Cortland. This transfer occurs after candidacy for the degree is attained.

Since all such courses must fit into a specific curriculum of SUNY Cortland, prior approval by the department of specialization should be obtained for all courses to be transferred after course work is begun at Cortland. Special forms for this purpose are available in the Graduate Studies Office or online. Only courses with grades of A or B will be transferable. Transfer credit may be applied to the fulfillment of course requirements but is not computed in the grade point average.

## Completion of a Degree or Certificate Program

Students nearing completion of a graduate degree or certificate program must complete an Application for Graduation form and, if applicable, a New York State Application for Certificate. Application forms are available at the Graduate Studies Office.

While the College has established three graduation dates for both undergraduate and graduate students in May, August and December, formal commencement ceremonies are conducted only in May. Students graduating in August or December of a given year are eligible to participate in the Commencement ceremony held in May of that year.

The following deadlines are established for filing an application for graduation and payment of the teaching certificate fee of \$50, payable to State Education Department:

Graduation Date	Application Deadline
May	March 1
August	June 1
December	Nov. 1

Eligible students not meeting these deadlines will automatically be placed in the next graduating class.

All degree requirements must be completed within five years of first enrollment in courses required for a student's degree program. For persons holding provisional certification, all degree and certification requirements must be completed within five years of receipt of provisional certification. For persons holding initial certification, all degree and certification requirements must be completed within three years of receiving initial certification.

## Requirements for the Award of Master's Degrees or Certificates of Advanced Study

The following requirements have been established for the award of master's degrees and certificates of advanced study at State University of New York College at Cortland:

1. The master's degree program shall include a minimum of 30 credit hours of graduate-level courses approved by the department of specialization. The Certificate of Advanced Study in American Civilization and Culture requires 18 credit hours of graduate course work. The Certificate of Advanced Study for school building leader and school district leader requires 30 credit hours of course work beyond the master's degree, and the Certificate of Advanced Study for school district business leader requires 36 credit hours beyond the master's degree.
2. According to New York State Education Department regulations, effective Feb. 2, 2004, all graduate degree requirements leading to the **professional teaching certificate** must be completed within three years of receipt of the **initial teaching certificate**. For candidates enrolled in graduate programs leading to permanent teaching certification as well as graduate in non-teaching degree programs, all graduate degree requirements must be completed within five years after the date of the first graduate enrollment, even though such enrollment may be on a non-matriculated basis. Any non-matriculated student who has taken courses prior to the Fall 2001 semester and has not officially been admitted to a graduate degree program will be required to satisfy the new requirements.
3. A minimum grade point average of 3.0 in graduate work must be maintained.
4. No grade below C- will be counted toward a master's degree or a certificate.
5. A minimum of nine credit hours in a degree program must be taken in courses at the 600 level.
6. In the M.A.T. and M.S.T. degree programs leading to initial certification, two consecutive semesters or its equivalent of a foreign language must be completed to apply for certification.
7. A maximum of six credit hours may be approved for transfer credit by the department of specialization. Credit hours offered for transfer credit toward a degree must have been completed within five years prior to the graduate degree conferral at Cortland.
8. Every master's degree program at Cortland will include satisfactory completion of at least one of the following special requirements, in addition to regular classroom work. The student will be advised by the major department regarding which of these options will be available.

- A. A comprehensive examination in the area of study. The examination may not be taken before candidacy for the degree is established. It may be repeated according to regulations established by individual departments, but shall not be taken more than three times.
- B. A thesis prepared under the supervision of the department of specialization and subject to the Standards of Graduate Study at SUNY Cortland, acceptable for a maximum of six credit hours of the required program. Formal approval of the thesis topic will not be granted until after candidacy for the degree is established. Theses will be submitted in proper form and prepared in accordance with *A Guide for the Preparation of Theses*, which is available from the Graduate Studies Office or the individual departments.
- C. A special project for up to six credit hours, as determined by the department of specialization. Formal approval of the plan for this special project may not be obtained until after candidacy for a degree is established.

A change of grade due to instructor error or student appeal must be submitted by the end of the semester following the one in which the student took the course. Once a student's degree is conferred, the academic record is permanent and cannot be altered. Therefore, no further grade adjustments will be made.

### Quality Points

A student's level of scholarship is determined by the following system of quality points per credit hour:

A+ = 4.3	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	D- = .7
E = 0.0		

Quality point averages are determined by dividing the total number of quality points by the total number of credit hours for which a student has been graded. For example, a grade of C in a three-credit-hour course is equivalent to six quality points. If a student completes 17 credit hours of course work and accumulates 38 quality points, the average will be 2.235. Although it is possible to attain a 4.3 average, the College considers the method a 4.0 grading system.

In courses where grades are listed as Satisfactory/Unsatisfactory or Pass/No Credit neither grade is used in determining the student's grade point average. A Satisfactory or Pass grade is credited toward graduation, however.

No grade below C- will be counted toward a master's degree or a certificate; however, grades below C- may be assigned.

## Evaluation

### Standards of Performance

Instructors are expected to inform students of course requirements and grading procedures by the end of the first full week of classes. To be included are policies on examinations and other evaluation procedures, exemptions from examinations and make-up examinations.

### Examination Policy

Final examinations are required. However, in cases where the nature of the course makes such action undesirable or an adequate series of other evaluation procedures is substituted, a department chair may permit an exception from the policy. In certain cases an instructor may exempt students from final examinations if the students meet specified criteria filed beforehand with the department chair. Instructors are required to inform students during the first week of classes of their examination policies.

Final examinations or last examinations of the course are given during final examination week, except for examinations in quarter courses which end in the middle of the semester. No examinations, quizzes, or tests of any type are permitted during the last week of classes prior to the published final examination week unless approved in advance by the appropriate department chair and associate dean.

Adjustments may be requested in the final examination schedule for students having two examinations scheduled at the same time, more than two examinations in any one day, or a verified illness or other emergency. Requests for adjustments follow procedures established and published by the registrar.

### Missed Examinations

It is the student's responsibility to arrange with the instructor for make-up examinations. Students who miss final examinations will receive an E for those courses unless they are granted an excuse for their absence by the instructor and the director of graduate studies.

### Reporting of Grades

A final grade report is issued at the end of each academic session. At mid-semester students may access and review their estimates and/or quarter grades on the Web.

## Guidelines

### Fees and Assessments

All fees and assessments are due as indicated on tuition and fee statements. Other accrued debts owed to the College or to any agency thereof must be paid prior to registration. Students who are not in good standing and owe outstanding tuition and fees will be removed from the College class rosters for failure to meet their financial obligations.

The College reserves the right to charge a service fee in cases when students, through negligence, fail to meet certain administrative appointments important to the conduct of College business or to abide by publicly announced College deadlines.

### Change of Name and Address

It is the student's responsibility to inform the Graduate Studies Office promptly of any change of address. All students are required to provide the College with an accurate local address immediately upon change and confirm such at the beginning of each semester.

Name changes will be recorded on a student's request and upon receipt of evidence showing the name has officially changed such as court order, marriage certificate or a dissolution decree reflecting the new name. Personal data forms are available in the Graduate Studies Office.

### Academic Records

Student grades are reported to the Registrar's Office from which official transcripts are issued. Students are entitled to one free transcript, mailed with the diploma after graduation. Additional copies may be purchased for \$5 each and payment must accompany the written request.

## College Credit Hour System

The basic unit of credit in College courses is the “credit hour” — one hour of credit for a 16-week semester. Students are expected to study a minimum of three hours per week outside of class for each credit hour.

## Reporting Absences and Illness

If students are going to be absent from campus because of emergencies such as surgery, accidents involving lengthy absences from campus, or extenuating circumstances, they should notify the Graduate Studies Office. The assistant director will notify the student’s instructors.

Classes and examinations are scheduled according to the academic calendar which is adopted by the College each year. The fall semester usually begins late in August and ends in the third week of December. The spring semester usually begins in mid to late January and ends in the third or fourth week of May.

## Schedule Changes

Students wishing to make adjustments to their academic class schedule may do so during the official College drop/add period. For full semester courses, the drop/add period is the first three days of the semester. Classes may be dropped and added without penalty during this period only. Quarter courses (second and fourth) have a designated two-day drop/add period in October and March, respectively. Refer to the College calendar for specific dates.

**Students who do not attend a class are not dropped automatically and will receive a grade of E.**

All drop/add transactions made after the official drop/add period are subject to late fees. After the official drop/add period, students must withdraw from a class and must have the approval of the director of graduate studies in addition to the instructor.

## Religious Beliefs and Class Attendance

Section 224-a of the New York State Education Law reads as follows:

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 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 four o’clock post meridian 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-a. 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.
- 6-b. 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.

## Academic Integrity

The College is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution’s dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all members of the institution have an obligation to uphold high intellectual and ethical standards.

SUNY Cortland’s policy on academic integrity is published in the *College Handbook* and in the *Code of Student Conduct and Related Policies*. It is also available at [www.cortland.edu/judaffairs/relatedpol/sa.html](http://www.cortland.edu/judaffairs/relatedpol/sa.html).

The introduction to the policy reads, in part:

... students must recognize that their role in their education is active; they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.

# Field Experiences: Student Teaching, Fieldwork, Internships

## Eligibility

Certain programs have additional eligibility requirements, which are fully explained under appropriate department sections of this catalog.

To be eligible for student teaching, fieldwork, cooperative programs or internships, graduate students must have at least a 3.0 cumulative quality point average. No students may have incompletes on their records and/or be on any form of probation, and no students may have any serious judicial record.

## Housing and Transportation

Because placements are often at some distance from campus, relocation from the Cortland area may be necessary during the field experience. Therefore, students should exercise caution in signing leases for the academic year during which student teaching, fieldwork, etc., will occur. Having a local lease will not aid a student in gaining a local placement. Additionally, other commitments, such as jobs, bear no influence on the location of placements. Arrangements for housing and transportation during all field experiences are the responsibility of the student.

## 100 Hours of Fieldwork

All teacher-education students are required to complete the NYSED-mandated 100 clock hours of fieldwork prior to the student teaching experience. The 100-hour fieldwork component is attached to specific courses.

## Enrollment in Course Work

Students may not be enrolled in any course work unrelated to student teaching, at SUNY Cortland or at any other institution, while engaged in student teaching.

## Placements for Student Teaching and for Pre-Student Teaching Field Experiences

The student-teaching coordinator for each department or the Field Placement Office will make student-teaching and fieldwork placements. They will consider suggestions for placements. It is to be understood that student-teaching coordinators or the Field Placement Office will make placements to the best of their knowledge, such that the placements will not be affected by conflict of interest. Requests cannot be guaranteed. Students should not secure their own placements.

Even after placements have been confirmed (contingent upon the student's final eligibility to student teach), they may be subject to change due to unforeseen circumstances within the public schools, such as unexpected teacher retirements, unpredicted changes in teaching assignments, etc. Should confirmed placements be cancelled by the public schools, the Field Placement Office will make every effort to locate an alternate placement, the location and scheduling of which will depend upon those placements which are available within the specific discipline and in accordance with all NYSED and SUNY regulations.

## Credit for Student Teaching

Credit for student teaching cannot be transferred to SUNY Cortland from any other institution. All SUNY Cortland student teachers must be supervised by SUNY Cortland supervisors.

## Grading System

GRADE	QUALITY POINTS AWARDED	DEFINITION AND SPECIAL CHARACTERISTICS OR CONSIDERATIONS
A	yes	Superior performance
B	yes	Good performance
C	yes	Fair performance
D	yes	Minimally acceptable performance
E	no	Failure of a course
IN	no	Incomplete, which automatically becomes an E if work is not made up by end of the prescribed period. Graduate students have one full academic year to make up an incomplete. The grade of E (failure) automatically is assigned for incomplete courses at the end of the year. Exceptions may be granted only upon petition to the instructor and the assistant director of graduate studies. In setting time periods for finishing incompleted courses, the instructor must give the student adequate time in which to complete the course. Factors to be considered include deadlines for making up other incompletes and the student's schedule in the semester the incomplete is to be made up. The assistant director of graduate studies consults with the instructor involved before granting an extension of time in which to make up the incomplete. Student does not re-register for the same class to make up an incomplete.
P	no	Pass, for courses taken on Pass/No credit basis.
LG	no	Late Grade, was not available when the grade report or transcript was printed
NC	no	No Credit, for courses taken on Pass/No credit basis.
E/I		Indicates that the annotated Cortland course has been repeated or a graduate grade has been removed, and has been <i>excluded</i> (E) from the grade point average calculation and cumulative totals. All grades remain on the transcript, but only the last grade is <i>included</i> (I) in the grade point average and cumulative totals. Students repeating courses must file a form with the Graduate Studies Office during the period in which the course is retaken at Cortland.
X	no	Indicates official withdrawal from a College course without academic penalty. Such withdrawal must be approved by the instructor, advisor and director of graduate studies.
N	no	Student registered for course but never attended. If student does not officially drop the course by the 12th week of the semester, the N grade will be changed to an NE, identifying failure due to nonattendance.
W	no	Withdrawal from College
WV	no	Waiver (course requirements were met through Advanced Placement or Proficiency Examination). No credit is granted for such courses.
H	no	Honors
S	no	Satisfactory
U	no	Unsatisfactory applicable to certain courses that do not lend themselves to the use of a full range of grades to measure the student's achievement.

SUNY Cortland employs a plus and minus grading system ranging from A+ to D- which is the lowest grade for which college credit is awarded. However, no grade below C- will be counted toward a master's degree or a certificate. Failure of a course is indicated by E. The above letter grades and notations are used by the registrar.

