

ACADEMIC POLICIES



Hartwell Hall



CHAPTER VII

ACADEMIC POLICIES

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CLASSIFICATION OF COURSES

Course numbers indicate the level of the course and restrictions as follows:

500–599	Introductory graduate courses.
600–699	Courses that involve in-depth study of a subject at the graduate level and that usually have prerequisites. All programs require a minimum of 15 credits at this level or above.
700–799	Courses designed for and restricted to students matriculated in the departments' degree programs.
800–899	Courses designed for and restricted to students matriculated in CAS programs.

Note: No 400-level course credit may be upgraded to the 500-level, even by the completion of additional work. If credit at the 400-level exists on the student's transcript, no credit will be awarded for the corresponding 500-level course.

Key to Course Listings in this Publication

Cr.	Credits earned by successfully completing the course.
Fall	Course is usually offered only in the fall semester.
Spring	Course is usually offered only in the spring semester.
Summer	Course is usually offered only in SummerSession.
Irregular	Course is offered on an irregular basis.
No Semester Indicated	Course is offered on a to-be-announced basis.

The semester in which the course is offered is indicated at the end of each course listing, based on information available at the time of publication. Refer to the *Course Schedule* available online at www.brockport.edu/registrar for the latest course information.

INDEPENDENT AND DIRECTED STUDY

Independent and directed-study options provide the opportunity for students to study individually with an instructor on a contractual basis. Both of these options require the approval of a sponsoring instructor.

Independent Study

Independent-study courses permit graduate students to pursue topics studied previously in greater depth. A content outline for each independent-study course is developed through consultation between the student and the instructor-sponsor to suit the needs and interests of the student, and the special competence of the instructor. To be eligible for independent study at the graduate level, a student must: (1) have completed six credits of course work at the graduate level; and (2) be able to demonstrate adequate background for the area in which the course is to be taken.

No more than two independent-study courses will be approved for any one regular semester (and no more than one in any summer session), and all such courses must be included within the normal course load. Each independent-study course may not exceed six credits and must be identified as liberal arts or professional credit. No more than nine credits of independent-study courses may be included in a degree program.

Directed Study

Directed study is a possible option only when a course is not offered during the semester or session in which the student wishes to enroll. Most courses listed in the *Graduate Studies Catalog* may be taken for credit on a directed-study basis with appropriate approvals as

indicated below. Directed study does not require an outline since the material covered in a directed-study course is essentially the same as that covered when the course is offered in a traditional format. A student may carry no more than one directed-study course per semester or per summer session.

Students who wish to take a course on an independent or directed-study basis should begin the process well in advance of registration, since published registration deadlines are applicable to these courses. *Independent and Directed Study Application Forms* and the *Independent Study Outline Form* may be obtained from the academic department in which the course is to be taken or from the Office of Academic Advisement. The application must be signed by the student, the instructor-sponsor and the department chairperson. The completed form(s) should be submitted by the student to the Office of Registration and Records at the time of registration.

AUDITING COURSES

Auditing a course allows a person to regularly attend and participate in a course at The College at Brockport without formal registration in the course. It is the only way that persons not registered for a course are allowed to regularly attend and participate. Any matriculated, registered Brockport students, faculty and staff who are enrolled for at least 12 credits or any citizens of New York state who are 60 years of age or older are eligible to audit College courses. The prospective auditor must obtain the course instructor's approval of the auditing arrangement in advance and submit the completed *Permission to Audit Form* to the Office of Registration and Records. Auditing is a privilege and no one can claim a right to audit any specific course at a specific time.

The policy on auditing courses can be found in its entirety at www.brockport.edu/policies under "Registration and Records."

EXAMINATION POLICY

Faculty members have the right and the responsibility to determine the form and content of end-of-the-semester examinations, subject to various departmental regulations. In some instances, these examinations are comprehensive final examinations, and in others they will cover only the last unit of the course. In any case, choosing the nature of examinations on course content is the responsibility of the instructor.

Whether the end-of-the-semester examination is comprehensive or "last-unit" in nature, the College requires that it be administered at a specific time during the period established for final examinations, and that the schedule for such exams be published by the Registrar's Office no later than mid-semester. The final examination schedule is published online through the College Web site at www.brockport.edu/registrar. While the general rule to be followed is that no major examinations are to be given during the last week of classes, exceptions are made for short quizzes and assessments in skills courses as well as for examinations in online courses and other courses not meeting in the standard 14 week semester format. If an instructor elects to administer a take-home examination, s/he may establish a due date either during the last week of classes or during the following final examination period.

If a student has more than two examinations scheduled on a given day during finals week, or two examinations scheduled for the same time period, s/he has the right to request rescheduling of one of the examinations. If this happens, an effort should be made to find a time for the rescheduled examination that is "mutually agreeable" to both the student and the instructor. In case a mutual agreement cannot be reached, the department chair or school dean will decide when the examination is to be administered for this student in question.

GRADING

Cumulative Grade Point Average

For students admitted fall 2003 or later, all graduate courses completed and/or attempted are included in determining a graduate student's official semester and cumulative GPA. The cumulative GPA is calculated at the end of SummerSession, as well as at the end of each academic year semester. Both an overall cumulative GPA of at least 3.0 and a GPA of at least 3.0 for courses included in the *Plan of Study* are required for graduation.

Grading System

A letter grade is given for every course for which a student has registered. At the graduate level, academic credit is earned for grades of "A," "A-," "B+," "B," "B-," "C+," "C," or "S." No credit is awarded for grades of "E," "U" (Unsatisfactory), "I" (Incomplete), "PR" (In Progress), and "AU" (Audit).

The following letter grades are the basis for computing the student's cumulative grade point average (GPA):

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
E	0.00
AU	0.00

Satisfactory/Unsatisfactory Grades

A limited number of Satisfactory/Unsatisfactory grades, not to exceed nine credits, may be used in specified courses and teacher education practica at the 500 or 600 level with departmental approval. Additional credits on a Satisfactory/Unsatisfactory basis may be taken at a 700 level or above with departmental approval. An "S" grade indicates that work completed is at least "B" quality. Satisfactory/Unsatisfactory grades are not calculated in the grade point average (GPA).

Incomplete Grades

An "I" (Incomplete) is assigned as a grade for a course only at the discretion of the instructor on the basis of convincing evidence that the student was unable to complete all of the required work for the course because of circumstances beyond the student's control. In such cases, the instructor and the student execute and sign an *Incomplete Contract* stating the work to be completed by the student, the date by which it must be completed, and the alternate grade to be assigned if the work is not submitted. **The instructor submits the original contract (keeping a copy for his/her records) to the Office of Registration and Records within 30 days of the end of the semester in which the "I" grade is recorded. If the contract is not submitted by that time, the grade is lapsed to a failing grade of "E."**

When the student completes the work as stated on the contract, the instructor reports the final grade earned in the manner prescribed on the "I" contract form. The grade given upon completion is recorded beside the "I" on the transcript. If the Office of Registration and Records does not receive either a final grade or a notice of extension from the instructor within 30 days after the date assigned for the completion of the work, the registrar records the alternate grade and notifies the instructor of that action. A student who received an "I" grade may not register for that course while the "I" is in effect.

An "I" grade received during the fall semester must be completed by the end of the following spring semester. An "I" grade received during either the spring semester or summer session

must be completed by the end of the following fall semester. An extension is granted by the instructor only in those instances where completion of the required work is not possible due to circumstances beyond the student's control. The time limit for extensions may not exceed the equivalent of an additional semester, with the following exception: At the graduate level, extensions may be granted for up to two years for the completion of the required culminating experience.

In-progress Grades

Certain courses are by design not finished in one semester. For such courses, a "PR" grade is recorded instead of an "I" grade. The "PR" is changed to a letter grade upon completion of the course.

The PR designation may remain on the transcript for a maximum of two semesters, unless the instructor designates a shorter time period. At the end of the second semester or at the instructor-designated deadline, the "PR" grade is automatically changed to an "I."

It is the student's responsibility to initiate discussion with the instructor during the semester in which the "I" appears on the transcript to determine what is needed to complete the course. One semester after the "I" grade is posted, the registrar will automatically record an "E," unless the instructor submits an extension or another grade. A "PR" grade must be cleared from any course listed on the *Plan of Study* before the student can graduate. A student may not register for a second time for a course for which a "PR" grade is currently on record.

Repeating Courses

Unless otherwise prohibited by departmental policy, students are permitted to repeat courses in which they have earned a grade below "B." Only the new grade earned during the most recent repeat of a course, whether it is higher, lower or the same, will be used in computing a student's cumulative grade point average. All attempted courses and grades remain on the transcript.

Graduate students receiving financial aid, including TAP or Vietnam Veterans Tuition Assistance, should consult with the Office of Student Accounts prior to repeating courses to determine the effect, if any, on their financial aid.

Change of Grade

Changing any recorded grade is the responsibility of the instructor concerned. To change a grade, the instructor must complete a *Change of Grade Form* indicating the desired change and the reason for it. *Change of Grade Forms* are available to faculty members from the Office of Registration and Records. The course instructor should complete the *Change of Grade Form* and send it to the department chairperson and then to the appropriate dean for signatures. The form with all required signatures should then be sent to the Office of Registration and Records for processing.

Student Grade Appeals

The course instructor is the person best-qualified to evaluate student performance and has the professional obligation and responsibility to do so. Student grades will summarize an instructor's expert evaluation of individual student achievement in a course. To assist students effectively and to avoid misunderstandings, instructors are required to provide clear statements of the objectives and standards of the course and of their grading procedures, usually as part of the course syllabus or sometimes in other course materials. This information will be provided at the beginning of the course and the student will be kept apprised of how well s/he is meeting these objectives during the progress through the semester. The course instructor is expected to keep accurate grade records and to be available to demonstrate how s/he has determined the student's grade in accordance with his/her announced grading policy.

Questions and issues about a final course grade are usually settled informally by a discussion between the student and instructor. If such a discussion does not resolve the dispute, the student can choose to file a formal grade appeal. The Student Grade Appeals policy can be found online through the Student Policies Web site at www.Brockport.edu/policies. Students should be aware that there are deadlines that must be observed in the grade appeals process. There are only two

reasons for which a grade appeal will be accepted and might be successful. The student will have to prove—1) that a lower final grade resulted because the instructor did not make the grading policy and standards known to the students at the beginning of the semester as required, or 2) that the instructor did not correctly apply the announced policy and standards in determining the student's grade. Although all the student's grades in a course may be evidence in a grade appeal, only the final course grade can be appealed.

ACADEMIC REQUIREMENTS

Students should carefully review the published policies and standards of the graduate program in which they are matriculated, or are taking classes. Some programs delineate policies and standards that are more stringent than those prescribed at the College-wide level.

Plan of Study

By the end of the first semester in matriculated status, every graduate student must obtain approval of a *Plan of Study* from the academic department in which the student is enrolled. The department retains one copy of the approved plan, files one copy with the Office of Registration and Records, and provides one copy to the student. Any student who does not secure approval of a *Plan of Study* by the end of his/her first matriculated semester will lose matriculated status.

Normally, all graduate work being applied toward the student's *Plan of Study* must have been taken no more than five years prior to her/his date of matriculation.

Graduate Transfer Credit

A maximum of 12 credits earned at other colleges and universities may be transferred into a degree program with the department's approval. No course may be transferred into a degree program that carries a grade of less than "B" on an official transcript. In order for transfer credit to be formally acknowledged by the campus, final official transcripts must be received by the Office of Registration and Records.

Residency

There is no institutional residency requirement for students enrolled in graduate degree programs at The College at Brockport.

Continuous Enrollment Policy

Continuous enrollment requires, at a minimum, the completion of one graduate-level course each 12 months. A matriculated student who discontinues enrollment, unless granted a leave of absence, will lose matriculated status and must reapply for readmission. Should admission be offered at that time, the applicant must then meet any new requirements for admission, as well as any new requirements for the degree at the time of readmission.

Time Limit for Completion of Graduate Degree

From the date of matriculation, graduate students have five years to complete degree requirements. An exception to this time limit allows seven years for the completion of both the Masters in Public Administration and the Masters in Mental Health Counseling. An extension to the stated time limit may be requested through the graduate program director. If an extension is granted and the requirements are not completed by the end of the extension period, the student will lose matriculated status. The student would then need to apply for readmission to enroll in graduate courses at The College at Brockport.

Credits Required for Graduation

Master's degree programs require a minimum of 30 graduate credits. The maximum number of credits will depend upon the requirements of the department involved and the approval of the appropriate campus and state authorities. At least 15 credits must be taken at the 600 level or above.

Combined Degree Programs

A number of departments within The College at Brockport offer combined bachelor's/master's degree programs, including Computational Science, Political Science (in conjunction with Public Administration) and Biology. Other combined degree programs are currently in the planning stage.

To earn the master's degree component of a combined degree program, students must complete a minimum of 138 credits, of which at least 30 must be graduate credits. Students in such programs who have completed at least 120 credits are determined to have graduate status and are therefore, at that point, subject to the graduate policies of the Office of Graduate Studies and of the graduate program in which they are enrolled.

For further information on admission and academic requirements for specific combined degree programs offered by The College at Brockport, consult the *2009-2011 Undergraduate Catalog*.

Minimum Number of Graduate Credits after Matriculation

Graduate students must complete a minimum of 12 credits in fulfillment of degree requirements after matriculation, even if the current matriculated status is the result of a readmission, or is the result of a student's change from one program to another.

Culminating Experience

New York State Education Department regulations mandate that all masters degree programs require some type of culminating experience.

Some degree programs require, at the department's option, a comprehensive examination. The date of the examination is established by the department. Candidates are offered no more than two opportunities to complete the examination successfully. Alternatively, other graduate programs require another form of culminating experience; e.g., a thesis, a final project, or an internship.

Research or Thesis Credits

Within masters or certificate of advanced study programs that require a thesis and/or final project, from three to six credits of coursework are normally applied to thesis and/or final project. The addition of Thesis Continuation Credits (TCC) may extend, beyond six credits, the total number of credits that a student takes in order to complete thesis/final project requirements.

Thesis Continuation Credit Policy

Graduate students who (1) have registered for the maximum number of program thesis/project credits included in their graduate program's standard curriculum and (2) have not yet completed the thesis/project, must register for one thesis continuation credit course (TCC 7XX) each semester until the thesis /project has been completed and approved. Continuance credits do not count toward degree requirements, nor do grades for these credits carry quality points used in the calculation of the GPA.

Policy on Use of Human Subjects in Research

All research involving human subjects must be reviewed and approved prior to initiating the research in accordance with federal regulations. The Institutional Review Board (IRB) for Research on Human Subjects at the College has a helpful and comprehensive Web site with detailed information and forms available at www.brockport.edu/irb.

Questions can be submitted to the IRB Coordinator in the Grants Development Office at (585) 395-2523 or irboffice@brockport.edu.

Binding of Thesis

Students whose program requires a thesis should obtain a copy of the *Guidelines for Master's Thesis Preparation* from the department or graduate program director. It is the responsibility of the student to follow the guidelines established in this document. Choice of citation and

bibliographic style will vary by discipline, but the thesis format should be consistent with these guidelines.

The original and one copy of the thesis are bound and housed in Drake Library. The original is kept as an archival copy and does not circulate. The second copy is shelved in the main collection and may be borrowed by library users. The Library hopes to move to an online thesis program in the future. More information on thesis binding is available on the Library's Web page: www.brockport.edu/library/services/thesis.html.

Completion of Degree Program and Commencement

Completion of the *Graduate Application for Graduation/Graduation Data Card* is the first step in the graduation review process. This application should be obtained from and returned to the Office of Registration and Records by mid-term of the student's final semester. Commencement information can be found on the Commencement Web site at www.brockport.edu/commencement. Notification of the degree confirmation is sent to the student, upon completion of the final graduation review by the Office of Registration and Records, at the end of each semester. Diplomas are mailed several weeks later to the address given on the *Graduate Application for Graduation*.

Students who complete a degree from The College at Brockport that includes an approved program of teacher preparation for certification are eligible for the College's recommendation for a teaching credential. Approved programs satisfy New York state academic requirements and, under the terms of the Interstate Agreement, the academic requirements for an initial certificate in many other states. *The Application for Certificate* should be filed with the College's Office of Certification during the semester in which the student is completing degree requirements. Questions regarding teacher certification should be directed to the Office of Certification, (585) 395-2344. Further information on teacher certification is also available on the Office of Certification's Web site at www.brockport.edu/professions/certification.

Note: Degrees are awarded for May, August, December and January. The Graduate Commencement Ceremony is held in May of each year.

Earning a Second Master's Degree

Upon completion of a master's degree or CAS, students are allowed to apply for matriculation in another master's degree program. Up to 12 credits of a graduate degree may be used toward completion of a second graduate degree, at the discretion of the department granting the second degree.

Leave of Absence

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence. Application for such a leave is made to the student's department. Leaves of absence approved by the department will not be charged against the time for degree completion, as stipulated by The College at Brockport policy. If circumstances warrant, students may apply for extensions of such leaves, up to a maximum of three years in total leave time.

Academic Standing/Academic Probation

After completing nine or more graduate credits, matriculated graduate students admitted fall 2003 or later whose cumulative GPA falls below 3.0 are placed on Academic Probation I. Students receive written notification of their probationary status from the Office of Graduate Studies. A student placed on academic probation is expected to consult with his/her graduate advisor no later than the first week of the semester to discuss his/her plans to address academic deficiencies.

After attempting nine credits in probation I status, the student's file is reviewed by the program's Graduate Committee. If the student's cumulative GPA is a minimum of 3.0, the student is automatically removed from probation. If the student does not achieve the minimum 3.0 GPA,

the Graduate Committee will either:

- Academically dismiss the student from the program immediately; or
- Place the student in Probation II status, during which time the student may take an additional six credits, with the proviso that academic dismissal is automatic if a minimum cumulative GPA of 3.0 is not then achieved.

Academic Dismissal from a Graduate Program

Students may be academically dismissed from a graduate program for reasons that include:

1. Failure to meet the conditions of a Conditional Admission, following recommendation of the academic department;
2. Failure to maintain a cumulative GPA of 3.0 or above (see academic probation policy); or
3. Failure to meet individual program requirements. Such requirements may be in addition to and more restrictive than those delineated in the preceding two items.

A student who has been academically dismissed from any graduate degree program at The College at Brockport must wait at least one calendar year before enrolling in any graduate course at The College at Brockport. Students may explore options for appeal of an academic dismissal from a graduate program with the school dean that is affiliated with their graduate program.

Conduct Suspension and Conduct Dismissal

Students who violate The College at Brockport Policy on Student Academic Dishonesty or who violate the Codes of Student Social Conduct may be subject to Conduct Suspension or Conduct Dismissal. Further detail on these policies can be found at www.brockport.edu/policies.

Dematriculation

The College at Brockport has delineated and published a number of key policies designed to encourage students' continued and timely progress through their graduate degree programs. Students may lose their matriculated status for failure to comply with these key policies, including:

- Failure to file a *Plan of Study* within the first semester of matriculated status;
- Failure to complete the degree program within five years (or seven years for Public Administration and the Mental Health Counseling program in Counselor Education);
- Failure to enroll in a course every twelve months to maintain continuous enrollment in their graduate program.

Once dematriculated, a student who wishes to continue graduate study at The College at Brockport would be required to apply for readmission to the graduate program.

Readmission

Readmission to either the same or another graduate program at The College at Brockport is not guaranteed. Readmission and acceptance of any previously earned credits are at the discretion of the graduate program to which the student has reapplied. Graduate students can be readmitted to graduate study at The College at Brockport a maximum of one time. Individual programs may set requirements more restrictive than this policy. Students who are readmitted must meet the requirements in effect at the time of readmission and must meet with their advisor to design a new *Plan of Study*.

Please note that a student's graduate-level grade point average (GPA) is not adjusted as a result of readmission. On readmission, the cumulative GPA remains as reflected on the official transcript at the time of dematriculation or dismissal, therefore making it more difficult for a student to secure the 3.0 GPA that is required for completion of a graduate degree program.

As provided in the graduate probation and dismissal policy, a student who has been academically dismissed from any graduate degree program at The College at Brockport must wait at least one calendar year before enrolling in any graduate course at The College at Brockport.

Withdrawal from Graduate Student Status

On occasion, a matriculated graduate student may wish to withdraw from a graduate program. Similarly, a non-degree (non-matriculated) graduate student may wish to withdraw from non-degree status.

In either case, the student must take two actions:

1. Withdraw from either graduate program membership or from non-degree status by providing written notification to the Office of Graduate Studies of his/her intent to withdraw from either the graduate program or from non-degree status. **Note:** If a matriculated student withdraws from classes, but not from his/her program, s/he will continue to be listed as a graduate student. Over time, the student in such a circumstance would continue to be notified about policy violations and would eventually be dematriculated for lack of registration.

AND

2. Withdraw from courses. Contact the Office of Registration and Records for information on course withdrawal. **Note:** Withdrawal from a graduate program or from non-degree status does not automatically withdraw students from courses.

Cancellation of Classes

If all classes at the College are canceled because of extraordinary circumstances such as severe weather before the beginning of any instructional day, an announcement is made over radio stations WHAM 1180 AM or The Point 89.1 FM, as well as on WHAM-TV 13.

The instructions for faculty on cancelling classes is published in the *Faculty Manual*. If all classes are canceled after the beginning of the instructional day for similar reasons, the announcement is passed to department chairpersons by the Office of the Provost and an announcement is made using the same media.

If an individual class is canceled because of an unplanned faculty absence, the instructor notifies the appropriate department chairperson of the imminent absence and the reason(s) for the absence (where possible) at least two hours before the class meeting time. The department chairperson, in consultation with the instructor and anyone else deemed appropriate, decides whether or not the class will be canceled.

If the department chairperson decides to cancel the class, the faculty member updates his/her voice-mail indicating the class cancellation and/or notifies students through Web mail.

Confidential Nature of Student Records

1. Academic records may be released, without the student's consent, for such purposes as legitimate research that do not divulge the student's name, and for scholarship, grant or award information.
2. Permanent academic records shall be released for use outside The College at Brockport only with the student's written consent.
3. Faculty and appropriate College officials, as designated by the President of The College at Brockport, shall have access to academic records for such purposes as counseling, certification or academic advising.

Note: Please refer to The Student Policies Web site www.brockport.edu/policies under the "Family Educational Rights and Policy Act of 1974" for a more detailed explanation of student records.

