

ADMISSIONS

The admissions process at SUNY Potsdam is highly individualized. Each application is thoroughly evaluated to discover the wide variety of skills and talent sought in prospective graduate students. Applications are judged on objective criteria, such as grade point average, personal statement and letters of recommendation.

Potsdam operates on a rolling admission policy whereby applications are reviewed as soon as all required credentials have been received. Students are then informed of acceptance upon completion of the application review.

General Graduate Admission Requirements

- Evidence of an earned baccalaureate degree from an accredited college or university;
- Submission of the Graduate Application;
- Submission of a typed Letter of Intent written by the applicant and expressing the applicant's professional goals as relevant to the program for which application is made;
- Submission of official transcripts from all colleges and universities attended, even if a degree was not earned. Official transcripts involve no student intervention and are forwarded directly from the Registrar's Office of the institution to the Office of Graduate Studies. Transcripts submitted in an admissions package will only be considered "official" if they are received in a sealed envelope bearing the signature of the Registrar across the seal. Canadian students who have attended high school in Ontario should also forward an official high school transcript;
- Submission of a non-refundable \$50 (U.S. funds) application processing fee;
- A minimum undergraduate grade point average as indicated within each specific program of study – refer to the individual programs.

Application Processing Fee

The application fee is a non-refundable processing fee required of all applicants with the exception of those who were in the EOP/HEOP/SEEK program as an undergraduate. The EOP/HEOP/SEEK applicant should request a fee waiver through the Director of Special Programs. Verification of enrollment in one of these programs is required if the applicant's undergraduate college is other than SUNY Potsdam.

Additional Admission Information

- Specific programs may require additional materials such as letters of recommendation, submission of proof of current teaching certification consistent with that of the proposed graduate study, and/or other requirements – refer to the Additional Admission Requirements within the specific program of study at www.potsdam.edu/academics/GradStudies;

- Canadian and other international students must provide: certification of finances, and for non-native English speaking candidates a minimum TOEFL score of 550 (paper-based), 213 (computer-based), 80 (internet-based) or a minimum IELTS score of 6.0.

For additional information, contact the Office of Graduate Studies at 800-458-1142, ext. 1, 315-267-2165 or graduate@potsdam.edu.

Admission Application Filing Deadlines

School of Arts and Sciences Applicants

Enrollment entry is primarily in the fall term. Contact the department chair for specifics.

Crane School of Music Applicants

Enrollment may begin during the summer or fall terms only. The admission application and graduate assistantship applications must be submitted together by March 1. All auditions and Music Theory and History Entrance Exams required for graduate admission must be scheduled for the Crane Audition Day on the first Saturday of February. For more information go to www.potsdam.edu/academics/crane and click on Crane Admissions.

School of Education and Professional Studies Applicants

Applicants for the Master of Science in Education and Master of Science in Teaching programs are strongly encouraged to submit all admission materials by the following recommended application filing dates to ensure full consideration of their application for the semester of desired entry:

Summer – March 1 Fall – April 1 Spring – October 15

Admission Review Process

The overall admission process is structured as follows: once a candidate has submitted all of the required application materials, the Office of Graduate Studies will forward the materials to the appropriate School and academic department for an admission decision. The Graduate Admissions Committee of the selected program of study reviews the candidate's application and forwards a recommendation to the Dean of Graduate Studies. The Dean of Graduate Studies communicates to the prospective graduate candidate the rendered decision.

Appeals of Graduate Admission Decisions

School of Education and Professional Studies

Applicants to programs in the School of Education and Professional Studies may request reconsideration of an admission decision by submitting an appeal letter to the Chair of the Department, indicating the basis on which the appeal is made (e.g., records of performance, supporting letters, papers, evidence, etc.). Requests must be filed within 30 calendar days of the date of the action being appealed. Each appeal is considered strictly on its particular merits. Exceptions will be allowed only for unusual or extenuating circumstances.

The Crane School of Music

Applicants to The Crane School of Music may request reconsideration of an admission decision by contacting the Director of Graduate Music Studies in writing within 30 days of the date of the admissions letter. Letters of appeal must include specific information as to why the decision should be reviewed. Each appeal is considered strictly on its particular merits and exceptions will be allowed only for unusual or extenuating circumstances.

Graduate Admission Classifications

Matriculated Students

Matriculated students have completed the SUNY Potsdam application, paid an application fee, had credentials reviewed by the Office of Graduate Studies and the appropriate academic area, been accepted as degree candidates in a particular curriculum, registered for classes and attended class at least one day. Candidates are considered matriculated until they graduate or are dismissed.

Matriculated students will be granted one of two enrollment statuses:

1. Provisional Admission – Granted to qualified applicants who do not yet meet certain admission requirements; e.g., undergraduate prerequisites.
2. Full Admission – Granted to applicants who have satisfied all admission requirements.

Non-matriculated Students

Students who have an interest in graduate study but who have not yet applied for admission into a master's degree program may under certain circumstances enroll as non-matriculated at SUNY Potsdam. A maximum of six (6) semester hours may be taken under a non-matriculated graduate status with departmental approval. Courses taken on a non-matriculated basis will not apply to a graduate program unless approved by the Dean of Graduate Studies.

Non-matriculated admission requirements:

1. Meet the minimum grade point average for admission to graduate study;
2. Submit an official undergraduate transcript confirming the awarding of a bachelor's degree;
3. Submit the Non-Matriculated Graduate Student Application;

Upon completion of the six (6) graduate credits, if not before, the student is required to apply for formal admission to a master's degree program. The candidate must be granted Provisional or Full Admission before being allowed to register for further coursework.

Deferred Admission

Students admitted to the College in a curriculum other than music who elect not to enter in the semester for which they are admitted may request that admission be deferred. Request for deferral may be granted for a maximum of one year – two consecutive academic semesters. Application files will be held in inactive status during periods of deferral and will be reactivated without payment of additional application fees.

ENROLLMENT POLICIES

Students who have been admitted for graduate study will want to carefully review and consider the following enrollment policies.

Academic Performance of Graduate Students

Graduate students are personally responsible for familiarizing themselves with the requirements of admission, registration, matriculation, and for the application for the degree. They are also expected to become familiar with academic regulations regarding effective standards of communication, maintain integrity in submitting their own work, and show evidence of the ability to use needed research tools. The maintenance of competencies in these areas is requisite for satisfactory completion of any graduate course in any master's degree program. In addition, Master of Science in Teaching students are expected to read and agree to follow policies in the *Guide to Student Teaching* (www.potsdam.edu/academics/SOEPS/fieldexperiences).

Advisement

As part of the graduate experience at SUNY Potsdam, students will be assigned an academic program adviser. Graduate students are required to read, understand and retain all materials sent to them during the admission process. They are also required to meet with their adviser upon acceptance into the program in order to plan a timeframe for completion of the program and to complete the Approved Program of Studies form. The purpose of this is to help with planning and scheduling student coursework and educational experiences so that students might best accomplish their professional goals. To make the most of these advisement opportunities, it is strongly recommended that students contact their adviser as soon as possible after admission to their program. Due to limited availability of advisers during the summer, it is strongly recommended that students attempt to meet with advisers during the academic year.

Transfer Credit

All master's degree students are required to complete a minimum of 24 credit hours of degree study through SUNY Potsdam. A total of no more than nine hours of transfer credit may normally be used to meet Master of Science in Education or Master of Science in Teaching degree requirements at SUNY Potsdam. No more than six hours of transfer credit may normally be used to satisfy Master of Arts and Master of Music degree requirements.

Credit transferred from another institution must meet the following conditions: upon evaluation, courses to be transferred are judged to be equal in scope and content to those offered by this College. Only graduate credit earned at accredited institutions is acceptable for transfer credit. The grades earned must be at the 3.0 level or above (based on a system where A=4.0). The transfer grade is not included in the student's SUNY Potsdam GPA.

Matriculated students planning to enroll in transfer courses at another institution must obtain prior approval for such courses from their adviser. Evaluation should be requested in advance of registration for the course. A catalog description for each course

should accompany requests for transfer credit. Transfer credit is not formally applied to the degree program until the student has achieved Full Admission. An official transcript confirming completion of the work must be submitted to the Graduate Studies Office.

Health Requirements

SUNY Potsdam students may download all required health forms at www.potsdam.edu/shs. All students who are taking 6 or more credit hours MUST submit the following to Student Health Services upon acceptance:

1. Students who were born on or after January 1, 1957 must provide proof of immunization against measles, mumps and rubella (MMR). This is a New York State Mandated Public Health Law. Immunity may also be shown by titer results.
2. A signed Meningitis Response Form. The Meningitis Response Form for all students who are 18 or older may be completed through their Bearpaws account. This is accessed by selecting "New Student Services" and then selecting "Mandatory Health Requirements."
3. Proof of a tuberculosis test (PPD) within the last year. If the student has a history of a positive PPD, a chest x-ray within the past one year is required.
4. A completed Health History packet.

All students should be aware that failure to comply with New York State Public Health Law requirements will result in disenrollment 30 days from the first day of class for New York State students and 45 days from the start of classes for out of state and international students.

For additional information or a hard copy of the Health History and/or the Meningitis Response form, please contact Student Health Services at 315-267-2377.

Graduate Grade Requirements

The overall or cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours earned on a numerical basis. See Graduate Grading System for levels of achievement.

A cumulative average of 3.0 or "B" is required for the awarding of the degree itself. This includes all SUNY Potsdam graduate work taken in residence or at one of the off-campus sites. Candidates must also be familiar with and work to meet additional standards for progress established by the degree program.

Graduate students who have three grades of less than 3.0 must meet with their adviser and the Dean of Graduate Studies to review their program of study.

Prerequisite Courses

Some graduate programs may require that students complete prerequisites through additional undergraduate or graduate coursework.

Students in the Master of Science in Teaching programs who lack program prerequisites must successfully complete all coursework prior to the student teaching semester.

Candidates in other education programs should consult with their adviser regarding prerequisite requirements.

Length of Time to Complete Degree

All requirements prescribed for the degree shall be completed within six years from the date of admission. In certain cases, a graduate student's studies may be interrupted or work toward a degree prolonged beyond the normal time required for a degree program. In such cases the following time limit applies: no credit will be allowed for a course after 10 years from the date of registration for the first graduate course. However, a student affected by this rule may apply to the Dean of Graduate Studies for exemption of particular courses.

Canadian Graduate Students

SUNY Potsdam, because of its location near the international border with Canada, offers Master of Science in Teaching (MST) degree programs specifically designed to enable Canadian candidates to become eligible for teacher certification in Ontario.

To become eligible to apply for certification in Ontario through the Ontario College of Teachers candidates must first meet all New York State Teacher Certification requirements. Please refer to New York State Teacher Certification for more information (see page 14).

SUNY Potsdam's MST programs include a strong academic component, a 100-hour classroom observation/participation practicum and two 8-week student teaching placements. Some programs require the practicum to be completed in New York State. However, many Canadian candidates are able to return to Ontario for their practica and student teaching. All practicum and student teaching placements in Ontario are arranged through the Canadian Program Coordinator in public, Catholic or private schools located in or near Belleville, Brockville, Cornwall, Gananoque, Kingston, North Grenville, Ottawa, Pembroke, Perth or Prescott.

RESPONSIBILITY OF THE GRADUATE PROGRAM

The supervision and conduct of the graduate program is the responsibility of the Office of Graduate Studies. The overall administration of the program is delegated to the Dean of Graduate Studies. College policies regarding graduate programs are developed in consultation with the Faculty Senate. The Graduate Affairs Committee serves in a recommendatory capacity to the Faculty Senate.

Student Classifications

Matriculated Students (see page 43 in the Graduate Catalog)

Non-matriculated Students (see page 43 in the Graduate Catalog)

Graduate Academic Credit Load

An appropriate load for students pursuing graduate study as a primary goal is 9-15 semester hours. Decisions about classes and the number of classes/credits should be made under advisement within the appropriate Graduate Program.

It is the responsibility of students to verify the number of credit hours that may be required for any financial aid programs in which they may be participating to avoid losing financial aid. It is also the responsibility of international students to be aware of any regulations related to credits that may be associated with their immigration status.

Students holding Graduate Assistantships must be registered for at least nine (9) credits but no more than 15 credits.

Academic Year Course Load Regulations

A credit load above 15 credit hours in an academic year session requires special permission and completion of an Overload Request Form (available through the Office of Graduate Studies) with the signatures of the student's adviser and dean of the appropriate school. Students must state their reasons for the overload request.

The maximum overload for graduate students is 18 credit hours. Students requesting an overload must have a minimum grade point average of 3.5 in their graduate studies or a minimum grade point average of 3.5 in the last 60 hours of their undergraduate study, if this is their first semester of graduate study.

Summer School and Intersession Course Load Regulations

The maximum course load for any Summer School Session lasting four weeks or more is seven credit hours. The maximum course load for any session shorter than four weeks is four credit hours. Such shorter session enrollments also count toward the maximum of seven credits in any summer session. In exceptional circumstances, overload hours may be approved with written permission from the appropriate dean or other designated person.

Tuition Rates

Students who are registered for 12 or more credit hours in a given semester pay a uniform tuition and College fee.

Students who are registered for fewer than 12 credit hours in a given semester pay tuition and fees by the credit hour.

Graduate Course Levels

All master's degree programs require completion of courses at the 500 level and 600 level.

500 level Courses designed specifically for offering at the graduate level, but may include a select enrollment of highly qualified undergraduate students who will receive upper-division credit.

600 level Courses designed specifically for offering at the graduate level. Under certain conditions, seniors may enroll in graduate coursework for graduate credit (see Graduate Courses for Undergraduate Students).

For Music Education students, at least 50% of all graduate degree coursework must be at the 600 level. Only three- and four-credit hour courses may satisfy education and music education electives.

Graduate Courses for Undergraduate Students

Courses at the 500 level are designated as graduate courses but may, with permission of the instructor, be taken for undergraduate credit by advanced undergraduates (students who have earned 57 or more semester hours of credit) on a space-available basis.

Courses at the 600 level are limited to students seeking graduate credit only. Seniors wishing to enroll in courses for graduate credit must make application to the Office of Graduate Studies, Satterlee Hall 117. Seniors may enroll in graduate coursework for graduate credit under the following conditions and on a space-available basis. They must:

1. Have a cumulative GPA of at least 3.0, at least 75 hours earned in numerical grading;
2. Be within 9 hours of completing their undergraduate program;
3. Register for no more than 6 hours of graduate credit;
4. Register for no more than 15 credit hours of combined undergraduate and graduate courses; and
5. Be approved by the department offering the course(s).

Credits Not Earned at Potsdam

Transfer Credits

Definition: Credits earned for instruction not under the direct control of SUNY Potsdam are transfer credits. Transfer credit may be credits earned before matriculation at SUNY Potsdam or during the candidate's program of study (see page 3).

Acceptance of Credit: The Department Chair or Academic Program Coordinator is responsible for the evaluation of graduate transfer credit. Credits will be accepted for graduate level coursework only when completed with a grade of C (2.0 on a 4-point scale) or better from a regionally accredited institution of higher education.

Because of the difficulty in evaluating the equivalence of grading systems among institutions, grades earned elsewhere in courses accepted for transfer credit will not be used in computing the academic average. Therefore, they are not included in eligibility for the honors designations.

Transfer credit from colleges on the quarter plan necessitates numerical conversion to semester hours (quarter hours x 2/3 = semester hours).

Auditing Courses

Regularly enrolled students may audit courses on a space-available basis and the permission of the instructor. Auditors attend without credit or formal recognition. They are not enrolled or listed as registered for the course. They are not responsible for meeting requirements of the course, nor will they be charged tuition or fees. No one may be an auditor in a foreign study program or in courses in which studio, observation or other participation is involved.

Repeating Courses

Students may repeat a course only once. Permission to repeat a course will be further limited by available space, providing priority for first-time registrants. In extraordinary circumstances students may repeat a course more than once with the permission of the appropriate dean.

Students who drop a course during the Add/Drop period, or who formally withdraw before the end of the eighth week of classes, have not earned a grade. Accordingly, if they choose to register for the same course in another semester, this does not constitute a repeat. However, a second registration will also be limited by available space.

The following rules govern the recomputation of grades and credits earned:

All courses repeated at Potsdam will be graded on a numeric basis—the S/U grading option may not be chosen. This rule does not apply to those courses which may be taken only for S*/U* grades.

A numeric grade replacing a numeric grade: If the new grade is higher than the original grade, the student earns the differential in quality points but no additional semester hours (unless the original grade was 0.0). If the new grade is equivalent to or lower than the original grade, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.

A numeric grade replacing an “S” grade: If the new grade is 3.0 or higher, the student earns the quality points but no additional semester hours. If the new grade is less than 3.0, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.

A numeric grade replacing a “U” grade: If the new grade is 2.0 or higher, the student earns the quality points and the additional semester hours. If the new grade is 0.0, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.

On the permanent academic record, repeated course grades that are included in the GPA calculation will be noted with an “I” for “include”; those not included in the GPA calculation will be noted with an “E” for “exclude.”

Students repeating a course which previously had a 595 or 695 number or which was taken at another college must notify the Registrar’s Office so that the repeat can be correctly coded on their academic record. Other repeated courses will be coded by an automated process. Note that while the grades of courses taken at another college are not included in the Potsdam GPA, if a student repeats a course at another college and earns a higher grade, the lower grade will be excluded from the Potsdam GPA.

GRADING POLICIES

Graduate Grading System

The numeric grading system: grades are entered on the student’s permanent record and calculated into the cumulative GPA. Levels of achievement (see Note 1) are indicated as follows:

4.0	Excellent (A)
3.7	
3.3	
3.0	Good (B)
2.7	
2.3	
2.0	Satisfactory (C) <i>(minimum grade that may be applied to a graduate degree; see Note 2 below)</i>
0.0	Failure (F)
S	Satisfactory (student-elected)
S*	Satisfactory (College-designated)
U	Unsatisfactory (student-elected)
U*	Unsatisfactory (College-designated)
INC	Incomplete
IP	In Progress
W/W*	Withdrawal

Note 1: This grading scale took effect in the fall 2002 semester. The previous numeric grading scale permitted the following graduate grades: 4.0, 3.5, 3.0, 2.5, 2.0, and 0.0.

Note 2: Although grades of 2.0 may be applied toward the degree, the students must have a final GPA of 3.0 or higher to be eligible for graduation from a degree program (see page 3).

An alternate grading system: students may select a maximum of six credit hours of elective courses to be graded by an alternative grading system (S/U).

“S” is recorded for a grade of 3.0 or higher.

“U” is recorded for a grade lower than 3.0.

Both “S” and “U” are recorded on the permanent record, but neither is calculated in the cumulative grade point average. “S” confers credit for a course; “U” does not.

Graduate students may consider this S/U option only for elective courses within their master’s degree program. Graduate students may not choose this option when repeating a class. To select the S/U grading option, students must file a form with the Registrar’s Office before the end of the withdrawal period (the end of the eighth week of classes). Instructors will continue to report achievement in the numerical system. Disclosure of this grading option to the instructor is at the student’s discretion.

In certain courses the College itself may award an S* or U* (e.g., P.E. experiences, student teaching, music studio courses). An S* denotes satisfactory performance; U* denotes unsatisfactory performance.

Incompletes

The grade of Incomplete, noted as “INC” on the grade report, may be reported by an instructor only under the following circumstances:

1. The student has requested an Incomplete.
2. Course requirements have not been completed for reasons beyond the student’s control (e.g., illness or family emergency).
3. The student has completed the majority of the work for the class, and the student can accomplish the remaining requirements without further registration.

The conditions for changing the grade of “Incomplete” to a final grade must be met by the end of the next regular semester following issuance of the grade.

“Incompletes” not completed by the appropriate time will automatically be converted to 0.0, “U” or “U*”, depending upon the student’s choice of grading option or the designation of the course at the time of the original registration.

In Progress Grades

The grade of In Progress, noted as “IP” on the grade report, indicates that the course has not yet been completed and that a final grade will be recorded by the instructor upon completion of the course.

DEADLINES FOR COURSE SCHEDULE ADJUSTMENTS

Add/Drop Period

The Add/Drop period for graduate students extends five class days after the first class meeting. A student may adjust courses during this period without a permanent record notation of “W” (withdrawal) for courses dropped.

To add or drop a course after the stated Add/Drop period a student must obtain special permission from the Dean of Graduate Studies in Satterlee Hall 117 (or the Crane Dean’s office for Crane students) and pay a \$15 late fee. Late drops are permitted only under emergency circumstances. Students may add a course late only with the instructor’s signature and payment of a \$15 late fee.

Withdrawing from Courses

Students may elect to withdraw from courses for any reason for a maximum of 9 semester hours in their graduate degree program. Students may exercise this right only before the end of the eighth week of classes in the current semester (see www.potsdam.edu/academics/ExtEd for withdraw dates during the summer). In such cases a “W” is noted on the permanent record. For full-time students, dropping below 12 semester hours due to withdrawals may have an effect on financial aid eligibility.

Withdrawal for a documentable medical or other emergency may be requested through the Office of Graduate Studies, Satterlee Hall 117, at any time. An emergency withdrawal will be noted

on the permanent record as “W*” and will not be considered as part of the 9-hour maximum. Withdrawal due to a call to active military duty will be noted on the permanent record as “M*” and will not count towards the 9-hour limit.

ACADEMIC POLICIES

SUNY Potsdam Academic Honor Code

A. Academic Integrity

Throughout their history, institutions of higher learning have viewed themselves and have been viewed by society as a community of persons not only seeking the truth and knowledge, but also seeking them in a truthful and ethical fashion. Indeed, the institution traditionally trusted by the public and the one to which individuals most often turn for unbiased factual information is the university. Thus, how a university behaves is as important as what it explores and teaches. SUNY Potsdam expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Enrollment at the College requires a commitment to the principles of the SUNY Potsdam Academic Honor Code both in spirit and in adherence to rules and policies.

The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the SUNY Potsdam community the trust and freedom that honesty promotes.

Personal honor, integrity and respect for the word and work of another are the basis of the Academic Honor Code. Thus, it is the responsibility of every student enrolled in SUNY Potsdam to adhere to and uphold this Code in pursuit of academic integrity. The Academic Honor Code furthers this effort by prohibiting lying, cheating and stealing.

This Code applies to all academic programs, faculties and departments at the College, both graduate and undergraduate. More detailed standards of academic conduct may be set forth by each of the schools and individual faculty members. It is the responsibility of every member of the academic community to be familiar with and supportive of the Academic Honor Code.

B. Academic Honesty Pledge

On all academic work done by students at SUNY Potsdam, the below listed pledge is either required or implied. Furthermore, this statement is regarded as an indication that the student understands and has complied with the requirements and assignments as set forth by the course instructor and as stated in this Academic Honor Code.

“On my honor: I will not give nor receive any inappropriate assistance on any academic work in accordance with the SUNY Potsdam Academic Honor Code and the directions given to me by each course instructor.”

C. Basic Standards of Academic Integrity

Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

1. Cheating: using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name.
2. Plagiarism: presenting, as one's own the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgement of the source. Issues of plagiarism apply to any type of work including, but not limited to exams, papers, any writing or printed text, computer programs, web sites, art, music, photography or video.
3. Fabrication: falsifying or inventing any data, citation, or information.
 - a. Citation: Any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.
 - b. Data: Presenting data that were not gathered in accordance with standard guidelines defining appropriate methods for data collecting; generating data and failing to include an accurate account of the method by altered or contrived in such a way as to be deliberately misleading.
 - c. Information: providing false information in connection with any inquiry regarding academic dishonesty.
4. Multiple submission: submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the materials are being or have been submitted.
5. Obtaining or providing an unfair advantage:
 - a. Gaining or providing access to examination materials prior to the time authorized by the instructor.
 - b. Stealing, destroying, defacing or concealing library materials or other shared-use materials.
 - c. Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s).
 - d. Gaining or providing access to previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
 - e. Intentionally obstructing or interfacing with another student's academic work.
 - f. Assisting others in the violation of this Honor Code.
6. Falsification of records and official documents: altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, attendance list or any other official College document.

D. Procedures, Due Process and Student Rights

SUNY Potsdam's procedure for the enforcement of the Academic Honor Code lies within the Campus Judicial System. The College judicial procedures and students' rights within these procedures are listed in the "Code of Student Rights, Responsibilities and Conduct" found in the Guide to Student Life (or at www.potsdam.edu/studentlife/studentconduct/honorcode/). The Campus Judicial System in consultation with the course instructor(s) will assign appropriate sanctions should it be determined that a student is responsible for a violation of the Academic Honor Code.

Note: The information and definitions listed in this Honor Code were adapted from The SUNY Potsdam Academic Integrity Policy, Northwestern University Principles Regarding Academic Integrity: www.northwestern.edu/uacc/uniprin.html, and The Rice University Honor Council <http://honor.rice.edu>.

Graduation with Honors

Students completing master's degree requirements at SUNY Potsdam with a cumulative grade point average of 3.90 or higher are granted the degree *with distinction*.

Final Examination Policy

1. A final examination is a comprehensive written test administered at the end of a course. It is designed to assess a student's knowledge of, and familiarity with all or a substantial part of the content and/or skills associated with a given course in a given semester.
2. At the conclusion of every semester, a two-hour period will be arranged for each class to provide time for summation and evaluation. Except as specified below, a final examination may be administered only at this arranged two-hour period.
3. If a final exam is not given in a course, the class must meet during finals week for a culminating activity.
4. No test of any kind may be given during the last week of classes unless a final examination is also scheduled during the regular final examination period.
5. No student shall be required to take more than two examinations in one day.
 - a. If a student has more than two examinations scheduled in one day, the middle examination(s) must be rescheduled if the student requests.
 - b. A student must request rescheduling at least two weeks before the last day of classes. This request must be in written form and must be filed with the professor with copies to the department chair and the dean of the School under whose jurisdiction the course in question is offered.
 - c. The appropriate dean has the final responsibility for the rescheduling of the examination. The rescheduled examination must normally occur at a time during the final examination week.
6. The above policy does not apply to take-home examinations or term papers. Questions relating to the possible applicability of the policy to oral examinations, studio classes, laboratory tests and other forms of testing should, in cases of doubt,

be referred to the appropriate deans. The deans shall make exceptions to the policy wherever circumstances justify them.

- b. Student shall allege that the course instructor assigned a final grade for reasons unrelated to the quality of the work in question.

Changing Recorded Grades

Grades submitted to the Registrar's Office are final. The only permissible reasons for changing a grade are a) to correct an error in recording or computation, b) to remove a grade of "Incomplete," or c) to reflect the judgment of a department acting in accordance with established College procedures concerning grade appeal.

Changes in grades already recorded in the Registrar's Office can be made only a) by the instructor who awarded the grade with the approval of the department chair, b) by the department chair in cases where the instructor is unable to do so (because of leave, resignation, etc.), or c) by the department chair acting in accordance with established College procedures concerning grade appeal.

All grade changes for a given semester must be submitted by the end of the next regular Fall or Spring semester. Any grade changes submitted after the stated deadline require the additional approval of the Provost or the Provost's designee.

Student Appeal Procedures

Purpose

The purpose of this procedure is to provide a prompt, equitable and efficient method for the resolution of a student grievance.

Guidelines

1. Academic issues will be grieved, as appropriate, via
 - a. Faculty or Professional Staff member
 - b. Department Chair
 - c. School Dean
 - d. Provost (Vice President for Academic Affairs)
2. Student Affairs concerns will be grieved, as appropriate, via
 - a. Professional Staff member
 - b. Director of the Office concerned
 - c. Vice President of Student Affairs
3. Appeals within the Administrative area will be grieved, as appropriate, via
 - a. Professional Staff member
 - b. Director of the Office providing the service
 - c. Next supervisory level, as appropriate
 - d. Appropriate Vice President overseeing the office
4. Matters which may be grieved or appealed include only those matters which are not covered by existing grievance procedures.
5. The student and the professional staff member may each represent him or herself or may seek an adviser to assist in the process. The adviser must be a member of the professional staff of the College.
6. In the case of a grade appeal:
 - a. Only a final grade may be appealed

Appeal Procedures

1. **Step One:** the grievance must be filed in writing with the first level in the appeals process (the faculty member) within 21 calendar days following the act or omission giving rise to the appeal. The appeal shall contain a brief, dated statement of the claim, the facts surrounding it, and the remedy sought. The student and the faculty member shall attempt an informal resolution of the grievance. A written response to the student from the initial level of appeal shall be issued within 21 calendar days after the receipt of the grievance. For the purpose of appeals, calendar days will exclude the time between semesters and official holidays/vacation periods as shown on the approved academic calendar.
2. **Step Two:** if the response to Step One does not resolve the matter, the student may appeal the Step One response by filing an appeal with the next higher level within 14 calendar days after the receipt of the Step One response. In grievances where the Step One and Step Two individuals are the same, the appeal will be directly to Step Three. Such an appeal shall be in writing with a copy to the Step One faculty member, and will include a copy of the appeal filed at Step One, a copy of the Step One response, and a brief, dated statement of the reasons for the disagreement with the Step One response. The Department Chair at Step Two shall schedule where appropriate, a meeting with the student, the Step One faculty member, and the adviser(s). Such meeting is to take place no later than 14 calendar days after receipt of the Step Two appeal. A written response from the Step Two Department Chair shall be issued to the student within 14 calendar days after the meeting with a copy to the Step One faculty member.
3. **Step Three:** if the response to Step Two does not resolve the appeal, the student or the faculty member may appeal the Step Two response by filing an appeal with the appropriate office within 14 calendar days after the receipt of the Step Two response. Such appeal shall be in writing and shall include a copy of the appeals filed at Step One and Step Two, copies of the Step One and Step Two responses, together with a brief, dated statement of the reasons for the disagreement with the Step Two response. The Step Three official (or designee) shall schedule a meeting with the student, the faculty member, and as appropriate, Step Two officials and the adviser(s), within 14 calendar days after receipt of the appeal. The Step Three official (or designee) shall issue a written response to the student, and to the faculty member, with copies to Step One and Step Two officials, within 14 calendar days following this meeting. The Step Three decision shall be final as to the substance of the appeal.
4. **Step Four:** if the student claims failure by the College to follow the appropriate procedural steps outlined above, the student may request a review by the Provost (or designees). Such a request shall be in writing and shall include a brief, dated statement of the claimed procedural failure. The Provost (or designees) shall issue a written response to the student with

copies to the Step One, Step Two and Step Three officials within 14 calendar days after receipt of the request for review. The Step Four decision shall be final as to procedural issues.

Timeliness

1. An appeal that is untimely is considered to be lost unless there is mutual agreement by both parties for a delay or where circumstances beyond an individual's control led to such delay. A late response or the absence of a timely response, at any level, will not prevent the appealing party from proceeding with an appeal to the next level no later than 14 calendar days from the date by which the response should have been made.
2. If neither party appeals the decision at any step, the decision stands.

Records Maintenance

1. Actions or decisions at any step may not be made until the appeal process has been completed.
2. The Office of the Vice President or Provost shall maintain a file on each grievance or appeal, which goes to Step Three or beyond. Such records shall be kept for a minimum of five years following the final action on the appeal.

Grade Appeal Policy

The purpose of this procedure is to provide a prompt, equitable and efficient method for the resolution of a student's grade appeal.

Only a final grade may be appealed. The student shall allege that the course instructor assigned a final grade for reasons unrelated to the quality of the work in question.

An appeal of a final grade by a graduate student must be submitted within 21 calendar days of the beginning of the semester subsequent to the one in which the course was taken. Academic issues will be grieved via: 1) the faculty member, 2) the Department Chair, 3) the School Dean, and 4) the Provost.

Additional Education Unit Appeals Information

Education program candidates should also refer to the Education Unit Fair Process Policies and Procedures found on p. 14.

Course Syllabi Statement

Beginning on the first day of each class the instructor shall make available to each student (and deposit in the office of the respective academic dean and department chair) a current syllabus containing information on course objectives, general description of course material, listing of course activities, evaluation procedures, grading policy, attendance policy, office hours, office phone number and e-mail address.

Class Attendance

Students are responsible for meeting all academic requirements of a course and following the attendance policy announced by

individual instructors. This policy must be announced during the first class meeting and must be explicitly stated in the course syllabus.

Students are expected to attend the first meeting of their classes or to inform the instructor of the reason for absence within 48 hours of the first meeting. Should a student miss the first meeting without an explanation, the instructor may drop the student from the class roster.

In general, students are expected to attend all classes. Students are responsible for all work missed because of class absence. Instructors shall establish procedures to accommodate students who miss class work due to excused absences. An excused absence consists of an absence resulting from documented active participation in a College-sponsored activity, illness, family emergency or military obligation. Whenever possible, students must consult the faculty member in advance of their absence.

Instructors are responsible for determining the details of attendance for their courses according to their own philosophy and the nature of their courses. Students should be evaluated primarily on the basis of achievement. However, the College supports the following attendance guidelines:

1. The instructor may assess a penalty to a student's grade for any unexcused absence.
2. For excessive unexcused absences, the instructor may assign a grade of 0.0 for the course.
3. The instructor may count excessive tardiness as absence.
4. The instructor may determine that student absences, even those "excused," are so excessive as to prevent a student from gaining the essential educational experience of the class. In such cases, the instructor may assign a final grade of 0.0; the student may apply for withdrawal or emergency withdrawal from the course.

Note: If additional or more specific policies are to apply to a course, the instructor must state those policies in the course syllabus.

Disputes (other than final grade appeals) arising from this policy shall be referred to the appropriate department chair, and thereafter, if necessary, shall be referred for resolution to the appropriate academic dean under the established Student Appeals Procedures.

Under New York State Education Law (sub-section 224-A) the following is also applicable:

S224-A. Students unable because of religious beliefs to register or attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of his or her religious beliefs an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after 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. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
 - 6a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school because of his or her religious beliefs must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of The University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

FEES

Payment of College Bill

SUNY Potsdam will mail a Student Billing Statement with a respective due date for the semester of enrollment. The Student Billing Statement will reflect the cost of attendance based on the credit hours of enrollment at the time of billing. Late fees may be applied to student accounts that are considered past due. State regulations require interest to be charged on past due accounts.

Payments may be made by cash, check, MasterCard or Visa. Tuition may be deferred to confirmed financial aid awards. SUNY policy requires the College to take the following measures for students in default of financial obligations, per Section 302.1 (j) of Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations:

1. Deny registrations for any subsequent term;
2. Withhold official transcripts;
3. Cancel current registrations where the College has inadvertently allowed students to register;
4. Withhold the granting of degree(s);
5. Withhold semester grade reports.

To assist students, the College bill may be paid through the SUNY Potsdam Time Payment Plan (for fall and spring semesters only). The SUNY Potsdam Time Payment Plan allows the semester cost to be spread over three payments: one-half due by the billing due date as indicated on the Student Billing Statement, with two subsequent quarterly bills due within the semester of enrollment. Information may be obtained by contacting the Student Accounts Office at 315-267-2137.

If financial aid exceeds the student's College bill, a refund will be issued in the student's name. The Student Accounts Office will e-mail students at their SUNY Potsdam e-mail account address of the availability of the refund check.

Failure to Pay the Student Account Charges

SUNY Potsdam is authorized to charge an Administrative Fee and/ or Late Payment Fee per State of New York Finance Law, Section 18. State agencies or their representative may charge collection fees (up to 22%) to cover the estimated cost of processing, handling and collecting delinquent accounts. Failure to pay the Student Account balance in full may result in referral to a collection agency or the New York State Attorney General, Civil Recoveries Bureau. State Tax Law 171-f authorizes state agencies to certify to the Department of Taxation and Finance that past-due legally enforceable debts should be offset against tax refunds, contracts or other state payments.

Refund Policy

Students who withdraw from the College will be refunded tuition and room payment in accordance with the following schedule:

<i>Official Withdrawal During</i>	<i>Semester Refund</i>
1st week	100%
2nd week.....	70%
3rd week.....	50%
4th week.....	30%
5th week.....	0%

Students who withdraw from all courses and have had Federal Financial Aid applied to their student account will have their student accounts refunded according to Federal Title IV regulations (see Federal Title IV Withdrawals).

Approval of the withdrawal, with the date it becomes effective, must be certified by the President of the College or designee. No money shall be refunded unless application of refund is made within one year after the end of the term for which the tuition to be refunded was paid. For refund purposes, the first day of the class session shall be the first day of the semester or other term: the end of the first week shall be deemed to have ended when seven calendar days, including the first day of the semester or term, have elapsed.

Fees are not refundable under ordinary circumstances if at least one course in the term is attended.

A tuition schedule for any term other than the above is available at the Student Accounts Office, Raymond 412.

The College Fee and Intercollegiate Athletic Fee are not refundable under ordinary circumstances.

The Musical Equipment Maintenance Fee is refunded only if students do not attend and have previously paid the fee.

Board (food service) refunds are made in accordance with the policies of PACES Dining Service. The Health Fee and Technology Fee may be waived in special circumstances by written request to the respective Offices.

If financial aid exceeds the student's College bill, a refund will be issued to the student.

Summer Disbursements and Refunds

Disbursement of summer funds will be based on your summer enrollment. Your loan will fully disburse when you are enrolled in six or more credit hours. Example: If you are enrolled in three credits in Session I, three credits in Session IIC and three credits in Session IID, your loan would not disburse until the start of session IIC.

In the above example, the Student Accounts Office will defer your Session I costs because your loan cannot be certified for six credit hours until the start of Session IIC. No refund will be given during Session I. If you drop the remaining classes, causing you to only be enrolled in three total hours for summer, the Student Accounts Office will then send you a bill that must be paid prior to the start of the fall semester. You might also owe a bill if you drop a class after the class start date or if you drop a class after

receiving your summer refund. Failure to pay for a bill could cause a hold on your records.

Refunds will be available on or shortly after the session in which you are enrolled in six or more credit hours. Refunds will be based on the amount of funds available after the bill has been paid for a session. You might have to make other arrangements if you are planning to use refunded money for outside payments (books and summer rent) since there may be a delay if you are not enrolled in six credit hours in Session IA. The Student Accounts Office will notify you via e-mail when your refund is available.

Full-time status for graduate students for the purpose of awarding financial aid is 12 or more credit hours.

For more information about financial aid for summer and to access the Summer Aid Application, please visit the Financial Aid Office or our web site at: www.potsdam.edu/admissions/financial.

Federal Title IV Withdrawals

Any student who has Federal Title IV financial aid and has fully withdrawn from all courses is subject to review under Federal Register Title IV policy.

Title IV financial aid includes Ford Federal Direct Subsidized Loans, Unsubsidized Loans and Direct PLUS Loans, Federal Perkins Loans, and Federal PELL and SEOG grants.

Federal Title IV financial aid shall be pro-rated based on the policy outlined by the U.S. Department of Education. Eligibility of Federal Title IV financial aid is proportional to the number of days the student attends to the total number of days in the academic semester.

Policy information regarding Federal Register Title IV guidelines is available in the Student Accounts Office.

Policy and Procedure for Summer Sessions

Summer school at SUNY Potsdam is an integral part of the year-round graduate academic program. Summer Session courses typically begin at the end of May, conclude early in August, and include two six-week sessions and four three-week sessions. A wide variety of graduate courses are available to students who would like to either begin their master's degree during the summer or who are in the midst of completing their degree requirements. Students seeking first time enrollment should confirm within the specific degree program that summer is an available entry term.

The maximum study load for a six-week session is seven credit hours (per session) and the maximum study load for a three-week session is four credit hours (per session). Shorter session enrollments also count toward the maximum of seven credits in any summer session. Exceptions to allow additional hours may be made only with the written permission of the dean(s) of the appropriate school(s):

School of Arts and Sciences	315-267-2231
School of Education and Professional Studies.....	315-267-2515
The Crane School of Music	315-267-2418

Summer Session course listings are published yearly and are available through the Office of Graduate Studies or the Office

of Extended Education around March 1 of each year. Courses are scheduled during the day, evenings and on weekends (Friday evenings and Saturdays), and are available both on the Potsdam campus as well as in selected off-campus locations. Availability of summer courses, and alternate schedules and locations varies by program; it may not be possible to complete a graduate program solely through summer attendance.

Additional information can be found under Extended Education on the College's website or by calling 800-458-1142 for either the Office of Graduate Studies or the Office of Extended Education.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 permits current or former students to inspect and review their educational records. Students are also accorded the right to a hearing in order to question the content of their educational records. Written consent of students may be required before personally identifiable information about them will be released from their educational records, as provided by law. Applicants or students may waive their rights to inspect confidential letters or statements of recommendation.

Under the provisions of this Act, the college designates the following items as Directory Information: name, address, telephone, dates of attendance, class, previous institution(s) attended, major field, awards, honors (includes President's and Deans' Lists), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

A currently enrolled student may request that Directory Information not be published nor released to non-College personnel without the student's prior consent by filing a "Request to Withhold Release of Directory Information" in the Registrar's Office. Privacy requests are valid until they are rescinded by the student.

Students should consider very carefully the consequences of any decision to withhold Directory Information. Any requests for such information from outside the College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring the student's instructions that such information be withheld.

POLICIES AND PROCEDURES RELATED TO EDUCATION PROGRAMS

Culminating Experience Requirement

Students admitted to Master of Science in Education (MSED) and Master of Science in Teaching (MST) degree programs must successfully complete a Culminating Experience in professional education to receive their degrees. The purpose of the Culminating Experience is to provide the opportunity for the student to synthesize knowledge and skills acquired from the master's program.

Students in the following programs will satisfy the Culminating Experience through specific coursework as indicated below. Students may refer to the course description and their adviser for specific requirements.

- MST Childhood Education: GRED 669 Professional Development Performance Portfolio
- MST English, Adolescence Education: GRED 671 Developing a Professional Teaching Portfolio
- MSED Curriculum and Instruction: GRED 699 Thesis Research or GRED 687 Action Research
- MSED Educational Technology Specialist: IT 659 Technology Product Development
- MSED Technology Educator: IT 659 Technology Product Development
- MSED - other ICT concentrations: IT 669 Project Development
- MSED Special Education: SPED 670 Culminating Experience
- MSED Literacy Specialist: completion of practicum (GRDG 690/691 or GRDG 696/697) or by completing the GRDG 699 Internship experience.
- MSED Literacy Educator: GRDG 681 Literacy Educator Portfolio

For all other programs, the Culminating Experience is fulfilled during or after the semester in which 24 credits in the given master's program will be or has been completed. For this requirement, if that program has not specified a specific culminating experience activity, the student will enroll in GRED 670 and, in conjunction with a SUNY Potsdam faculty mentor, will design a project relating to the student's professional interests. The culminating experience project may carry from 0-3 credit hours and is graded on an S*/U* basis only. This project may be: a thesis (see Thesis Guidelines); an empirical or library research project; a historical or philosophical study; a descriptive analysis; a curriculum design; another creative endeavor related to and drawing from the student's graduate program; a program portfolio; or some other activity of particular relevance to the program and career goals of the individual student.

Each GRED 670 student will prepare a proposal for the Culminating Experience unless the program has already established specific guidelines. The proposal provides a statement of the student's intentions for the project and is meant to be a descriptive plan of action for the student. It should be flexible enough to allow for necessary changes during the Culminating Experience. The proposal will provide the adviser and department with an understanding of the student's rationale for the project, planned outcomes, objectives, methods/procedures, timetable, and audience. There is no prescribed format or structure for the proposal. The student should work closely with the academic adviser in establishing the nature and description of the project. Advisees are bound to a project once it is filed. Alternative courses of action to be substituted for the original must meet the academic adviser's approval, and a written change of program must be signed by both the candidate and the academic adviser or culminating experience mentor (if different from academic adviser). The

approved proposal is then filed with the chair of the respective department and in the Office of Graduate Studies.

Pre-Student Teaching Field Experiences

Candidates in initial teacher preparation programs in the state of New York are required to have 100 hours of pre-student teaching field experiences in public schools. To meet this requirement, the education programs have developed a variety of opportunities for candidates to complete their field experience requirements. Every attempt is made to locate appropriate pre-student teaching field experience placements in the local area. Candidates must be aware, however, that pre-student teaching field experience placements must be made by the Office of Field Experiences and Teacher Certification and not by the candidates themselves. If a candidate feels that prior work experience may be an acceptable substitution for program field experiences, an appeal must be filed with the Office of Field Experiences and Teacher Certification.

While the New York State Education Department regulations for teacher education programs require successful completion of all field experiences, admittance to a teacher education program does not guarantee access to any public school. School districts reserve the right to screen and select all pre-service candidates before allowing them into classrooms for field experiences. Conduct unbecoming to a prospective teacher, or reasonable belief that the student is unfit to be a teacher, may be grounds for dismissal from a field experience or an education program. No transportation is provided for field experiences.

Student Teaching Guidelines and Regulations

Candidates apply on line for student teaching at the beginning of the semester before the intended student teaching semester, following the timelines published in the Reporter and on the student teaching web site www.potsdam.edu/academics/SOEPS/fieldexperiences. Candidates must read and be familiar with the contents of the *Guide to Student Teaching*, available online at www.potsdam.edu/academics/SOEPS/fieldexperiences.

Grade Point Requirements for Student Teaching

Students must complete program-designated required courses before the student teaching semester. Candidates should also note that additional College courses may not be taken during student teaching and that employment is also strongly discouraged. In order to enroll in student teaching or be recommended for a teaching certificate, candidates must attain a minimum of 3.0 grade-point average (GPA) in their MST coursework and at least a 2.0 in any prerequisite content courses.

Student Teaching Placements

MST candidates must complete a semester-long, college-supervised student teaching experience in order to be recommended for certification. The placement of candidates in all college-supervised student teaching experiences is at the discretion of the Office of Field Experiences and Teacher Certification. Placements are made according to students' subject areas, availability of College supervisors, the willingness of public schools to accept student

teachers, and the College's commitment to serve public schools equally. The superintendent of each school will assign classroom placements in cooperation with the Coordinator of the Office of Field Experiences and Teacher Certification. Candidates may not arrange their own placements.

The screening process for student teaching may require employment history, personal and employment references, an interview, and testing. Every applicant for student teaching will be asked if he or she has a criminal record. A photograph will also be required from any individual who works with children. Authorization by the applicant must be given to the College to release information that is critical to teaching performance to the public school prior to or during the placement process. The School of Education and Professional Studies reserves the right to dismiss any candidate determined to be unfit for the teaching profession at any time.

MST students are advised that the student teaching experience is limited to certain counties and provinces in New York and Ontario. Due to limited placement possibilities, it is impossible to place every candidate in the community he or she desires. The College cannot guarantee a field experience placement at any location or in any semester, nor are any assurances given in regard to students' preferences for teaching placements. No self-placements are considered and no placements outside New York or Ontario are possible. Student teaching may be arranged in New York City and abroad through the programs described below, although the National Student Exchange (NSE) program is not applicable for any internship in teacher education programs.

SUNY Potsdam discourages employment during the student teaching semester so that the candidate can devote their full attention to this important experience.

SUNY Urban Teacher Education Center (SUTEC)

The Office of Field Experiences and Teacher Certification at SUNY Potsdam works closely with the SUNY Urban Teacher Education Center (www.suny.edu/sutec), under the direction of the New York City Department of Education. SUTEC's primary mission is to assist the 17 SUNY campuses that offer teacher preparation programs in the placement of teacher candidates in New York City public schools. These experiences prepare prospective teachers to become competent and confident professionals in urban, multicultural education environments. SUTEC also facilitates the recruitment of SUNY teacher education graduates for New York City schools and provides an academic center for scholarship and research on urban education.

Prospective and current student teachers are welcome to contact or visit the SUTEC office in New York City to talk with the Director about the opportunities for student teaching in New York City and other issues relating to their student teaching, the housing application process, or future employment in the city schools. The SUNY Potsdam Office of Field Experiences and Teacher Certification advertises campus-wide when the SUTEC Director visits the campus.

Student Teaching Abroad Program

Student teaching in Australia is coordinated through SUNY Potsdam's Office of International Education, the Office of Field Experiences and Teacher Certification, and Colin Balfour, Project Manager of International Relations at the University of the Sunshine Coast in Queensland, Australia. Applications and further information for Student Teaching Abroad are available from the Office of International Education and the Office of Field Experiences and Teacher Certification.

New York State Teacher Certification Procedures

Beginning February 2, 2004, candidates approved by the State Education Department first receive a five-year Initial Certification. The certificate qualifies the holder to apply for teaching positions and to be employed as a substitute teacher. SUNY Potsdam recommends a candidate for Initial certification once all requirements in his/her program of studies have been completed.

Candidates should consult with the Office of Field Experiences and Teacher Certification for current information on the procedures for applying for certification. In addition to completing program requirements, applicants must pass the LAST, ATS-W, and CST portions of the New York State Teacher Certification Examinations. Information on the New York State Teacher Certification Examination program can be found at www.nystce.nesinc.com. Candidates must also fulfill the equivalent of two clock hours of instruction in the Recognition and Identification of Child Abuse, two clock hours of School Violence Intervention and Prevention training, drug abuse prevention, child abduction, and fire safety and arson prevention by completing HLTH 230 School Health (CA, SAVE) or the equivalent. All persons applying for New York State teacher certification must submit their fingerprints for screening. Application materials for fingerprinting are available at the web site: www.nysed.gov.

After completing three years of teaching experience (including one year of mentored teaching), MST graduates may then apply for Professional Certification since the MST degree satisfies the academic requirements for Professional Certification. Candidates completing their master's degrees at SUNY Potsdam may apply through the Office of Field Experiences and Teacher Certification for their Professional certificate, which is renewable every five years upon submission of evidence of completion of ongoing, lifelong learning according to NYSED requirements.

Individuals who are interested in additional certifications or alternative certification should contact their regional BOCES certification office. New York State Education certification regulations are on reserve in Crumb Library. Requests for verification of degree completion for out-of-state certification require a minimum of five business days to complete.

The process for certification is complex and has many facets. Contact the certification officer at 315-267-2539 for clarification on this process.

SUNY Potsdam Education Unit Fair Process Policy and Procedures

The State University of New York at Potsdam, School of Education and Professional Studies (adopted April 19, 2006)

ARTICLE I: General Provisions

Section 1. Scope.

The provisions of the Fair Process Policy & Procedures apply to all SUNY Potsdam Education Unit programs.

Section 2. Definitions.

- A. Day. A "day" is a calendar day in a string of consecutive days (including weekend, holidays, and periods during which classes may not be meeting).
- B. Mailed. A letter is "mailed" when it is placed in a United States mailbox or is delivered to a United States Post Office or other commercial delivery service, such as Federal Express or United Parcel Service.
- C. Decision Maker. A "decision maker" is a SUNY Potsdam faculty member or professional staff member who participates in the decision concerning admission, retention, dismissal, graduation, or recommendation for state certification.
- D. Dean. Unless otherwise qualified, the term "Dean" as used in this policy to refer to actions involving teacher candidates refers to the Dean of the School of Education and Professional Studies, or in cases involving music education candidates, the Dean of The Crane School of Music
- E. Education Unit. The Education Unit is composed of all SUNY Potsdam departments offering programs that lead to teacher certification. The Education Unit is under the supervision of the Dean of the School of Education and Professional Studies, who works with the deans of the other schools to assure that the certification regulations of the state of New York are implemented in all degree programs leading to teacher certification.
- F. Terminate From a Program and Not Recommend for State Certification. The phrase "termination from a program" as used in this policy refers to and includes both the decision to "terminate a candidate from a program" and the decision to "not recommend a candidate for state certification." It is possible for an individual to be terminated from an education program (and therefore not be recommended for a state certification), yet graduate from SUNY Potsdam with a major other than education.

Section 3. Academic and Professional Criteria for Admission, Retention, Graduation, and Recommendation for State Certification.

- A. All SUNY Potsdam Education Unit programs prepare candidates to serve as professionals in roles of service to pupils and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, SUNY Potsdam education candidates come into direct contact with such vulnerable pupils and clients as part of their internships, practica, field experiences and clinical experiences. The SUNY Potsdam Education Unit has an obligation to protect those pupils and clients and cannot tolerate candidate behavior that exploits, endangers,

compromises or threatens the welfare, safety or rights of those pupils or clients.

B. In deciding whether to admit a candidate to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers not only the university's admission and academic requirements but also the individual's competencies and dispositions related to serving in the education profession, including but not limited to personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the individual is seeking training or certification.

1. General Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:

- a. The values set out in the university's mission statement and written student policies;
- b. The values set out in the mission statement of the SUNY Potsdam's education programs; conceptual framework; and written candidate policies, procedures and professional competencies;
- c. The mission, philosophy, and values of each program as set out in written candidate policies, procedures, and professional competencies;
- d. For applicants and candidates in state-approved programs, the legal requirements and professional expectations as set out in the applicable laws and regulations governing state certification; and
- e. The standards and guidelines adopted or recognized by the applicable professional organizations.

2. Specific Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:

- a. Whether the individual has submitted a timely and complete application;
- b. Whether the individual meets the admission criteria set out in the university's catalog(s), and in the written admissions materials for the SUNY Potsdam Education Unit and its programs;
- c. Whether the individual has maintained the required cumulative grade point average;
- d. Whether the individual has received the minimum required grade as set out by the program for each course taken as part of the degree program; and
- e. Whether the individual has met all the other program completion requirements for retention, graduation, or recommendation for state certification as set forth in the university's catalog(s) and each program's written candidate policies, procedures, and professional competencies;

3. Professional Competencies and Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:

- a. The individual's educational, work, and other life experiences related to the education profession;
- b. The individual's ability to communicate and work effectively with others, including individuals from different backgrounds, individuals with exceptional needs or limitations, individuals from different racial or ethnic populations, and individuals of both genders and different sexual orientations;
- c. The individual's moral character and fitness for the profession for which he or she is training, including but not limited to any felony conviction(s) that would bar state certification;
- d. The individual's behavior in light of appropriate professional and ethical standards; and
- e. The individual's general and specific knowledge, skills, and dispositions needed to successfully complete the particular program and to function effectively in the profession for which he or she is training, as set forth in each program's written candidate policies, procedures, professional competencies and the SUNY Potsdam Conceptual Framework, as well as the standards and guidelines adopted or recognized by the applicable professional organizations.

Section 4. Disclaimer.

Admission to or graduation from a teacher education program at SUNY Potsdam does not constitute a guarantee that the candidate will be granted a State certificate, extension, endorsement, or license.

Section 5. Academic and Professional Decisions Subject to Review Under This Policy.

An individual who is terminated from a program by a department under Article II of this policy may request a review of such a decision by the applicable Dean's Office following the procedures set out in Article III of this policy.

Section 6. Academic and Professional Decisions Not Subject to Review Under This Policy.

The following decisions are not subject to review under this policy. However, under certain conditions, appeals may be pursued in accordance with the SUNY Potsdam general policies for grievances as specified in the college catalog.

- A. a decision to deny entrance to a teacher preparation program at SUNY Potsdam
- B. a decision not to transfer credits earned at another institution or in another on-campus program;
- C. a decision denying a request to have a program or course requirement waived;
- D. a decision denying a request for an exception to a program or course policy or procedure;
- E. a decision that the candidate failed a comprehensive or other summative exam;
- F. an evaluation by a field, school or program supervisor;
- G. a decision to place the candidate on probation;
- H. a decision that a candidate should be removed from a class; or

- I. a decision to withdraw a candidate from, or reassign a candidate to, a field placement or clinical experience.

ARTICLE II: Termination from a Program by a Department

Section 7. Grounds for Termination from a Program.

A department may terminate a candidate from a program for failure to meet, satisfy, or demonstrate satisfactory performance with respect to one or more of the academic and/or professional criteria in Section 3B.

Section 8. Candidate Withdrawal from a Program.

If at any time a candidate chooses to withdraw from a program, the candidate should notify the department chair in a signed written statement that (a) the candidate has chosen to withdraw, and (b) if the department has already proposed action to terminate or made the decision to terminate, the candidate must also waive the right to request a review of the department's proposed action or decision.

Section 9. Notification of Proposed Action to Terminate a Candidate from a Program.

- A. It is normal practice for a department chair, the department chair's designee, or other program decision maker to informally consult with a candidate about a proposed decision to terminate that candidate from the program based on departmental policies, and departments will have practices/procedures specific to their programs for regularly reviewing and notifying candidates of their status with regard to program standards. At this point, the candidate may choose to withdraw from the program (see Section 8) and the matter will then be considered concluded.
- B. If a candidate chooses to continue in the program after informal notification, but before the department finalizes a decision to terminate a candidate, the department chair or designee will hand deliver or mail to the candidate a letter:
 1. notifying the candidate of the proposed action, including the effective date of that action;
 2. setting out the reasons for the proposed action; and
 3. providing the candidate 14 days after the hand-delivery or 16 days after it was postmarked to make a written request to meet with the department chair, and/or other appropriate decision-maker(s), to discuss the decision.

Section 10. Department-Level Review Meeting.

- A. If the candidate does not request a meeting with the department chair or designee, and/or other decision-makers if appropriate, within the timeframe set out in the notification of proposed action, the department chair or designee will hand-deliver or mail to the candidate a program termination decision letter (Section 11), which may be appealed through the Office of the Dean of the School of Education and Professional Studies, or in the case of music education candidates, the Office of the Dean of the Crane School of Music.
- B. If the candidate wishes to meet with the department chair or designee and/or other appropriate decision-maker(s), the candidate must make a written request for such a meeting within 14 days after the notification of proposed action was hand delivered or 16 days after it was postmarked. This written request for a meeting should be addressed to the department

chair or designee and shall provide all of the information and explanations the candidate wants the department chair or designee and/or other appropriate decision-maker(s) to take into consideration in making the decision. This written request for a meeting must be signed and dated, and contain all the following information:

1. A statement identifying the program decision that is being requested for review;
 2. A statement explaining why the candidate believes that the program decision should be changed;
 3. Any information that the candidate has to support the candidate's belief that the decision should be changed;
 4. The candidate's current address, telephone number, and e-mail address; and
 5. A signed statement giving the department chair or designee and/or other appropriate decision-maker(s) permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the review process is thereby concluded and the program decision stands.
- C. Within 14 days of receiving a written request from the candidate, the department chair will schedule a meeting between the candidate, the department chair or designee, and one or more of the decision-makers if appropriate. Whenever possible, the meeting should be held within 14 days of the date the candidate's request for review was received by the department chair.
 1. This meeting will be conducted by the department chair or designee. The candidate should be given the opportunity to provide the decision-makers with information or explanations to provide a context for the candidate's performance, and the decision-makers may ask questions.
 2. Since all SUNY Potsdam Education programs are professional programs, candidates are expected to be personally present at the meeting, to speak on their own behalf, and to appropriately participate in the process of the meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., a SUNY Potsdam Education Unit faculty member, program classmate) who may observe but not actively participate in the meeting, except at the department chair's sole discretion. At least one day prior to the review meeting, the candidate shall inform the department chair of the name of the support person, if any.
 3. The duration of this meeting is at the sole discretion of the department chair or designee.

Section 11. Program Decision Letter.

- A. Whether or not the candidate chooses to meet with program decision-makers as described in Section 10, the program decision-makers will finalize the departmental decision. The department chair or designee will then hand-deliver or mail to the candidate a program decision letter notifying the candidate of the outcome. If the decision is to terminate the candidate from the program, the program termination decision letter will notify the candidate of the opportunity to have the department's decision reviewed through the Office of the Dean of the School of Education and Professional Studies

or by the Dean of The Crane School of Music in the case of music education candidates.

- B. Once the department chair or designee has hand delivered or mailed to the candidate a program termination decision letter, the candidate will not be permitted to attend or register for classes or to participate in any SUNY Potsdam sponsored clinical program, practicum, student teaching experience, internship, or activity, except at the discretion of the department chair or designee.

ARTICLE III: Appeal of Departmental Program Termination Decisions

Section 12. Standard for Appealing a Program Termination Decision.

A department's decision to terminate a candidate from a program, and thus not to recommend the candidate for state certification, will be overturned only if the Dean of the appropriate school determines that the department's decision was based upon an unfair process. The Dean will not reverse a department's decision simply because the Dean might have reached a different decision given the performance of the candidate.

Section 13. Candidate Request for Appeal Meeting.

- A. A candidate who wishes to appeal a department decision to terminate the candidate from a program must submit a written request for an appeal meeting within 14 days after the program termination letter was hand delivered or 16 days after it was postmarked, to the Office of the Dean of the School of Education and Professional Studies, or in the case of music education candidates, the Dean of the Crane School of Music. If the candidate does not deliver this request within these time limits, the candidate waives his or her right to an appeal, and the program termination decision stands.
- B. The request for an appeal meeting must be in writing and must contain the following information:
 - 1. A statement identifying the program decision that is being appealed;
 - 2. A statement explaining why the candidate believes that the program decision process was unfair and should be reversed;
 - 3. Any information that the candidate has to support the candidate's belief that the decision was based upon an unfair process and should be reversed;
 - 4. The candidate's current address, telephone number, and e-mail address; and
 - 5. A signed statement giving the Dean or Dean's designee permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the appeal process is thereby concluded, and the program termination decision stands.

Section 14. Candidate's Appeal Procedure.

- A. The Office of the Dean of the appropriate school (i.e. School of Education and professional Studies or The Crane School of Music) will schedule an appeal meeting between the candidate and the Dean . The Dean's Office will notify the candidate and the original decision-makers of the date, time, and place of the appeal meeting. Whenever possible, the appeal meeting

should be held within 14 days of the date the candidate's request for review was received in the Dean's Office.

- B. If, without good cause as determined by the Dean, the candidate fails to appear for the appeal meeting, the candidate shall be deemed to have abandoned his or her appeal, and the original program decision shall stand.
- C. Since all SUNY Potsdam Education Unit programs are professional programs, candidates are expected to be personally present at the appeal meeting, to speak on their own behalf, and to appropriately participate in the process of the appeal meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., an Education Unit faculty member, a program classmate) who may observe but not actively participate in the appeal meeting, except at the Dean's sole discretion. At least one day prior to the appeal meeting, the candidate shall inform the Dean's Office of the name of the support person, if any.
- D. As a general rule, the following process will be followed at the appeal meeting:
 - 1. No recording or verbatim record of the meeting is permitted.
 - 2. The Dean will provide the candidate with an opportunity to explain the candidate's reasons for requesting that the program's decision be changed. The Dean may then ask questions of the candidate. The Dean may conclude the meeting at any time after the candidate has been heard by the Dean.
 - 3. The duration of this meeting is at the sole discretion of the Dean.
- E. After the conclusion of the appeal meeting, the Dean will deliberate upon the request for review. Such deliberation, at the Dean's sole discretion, may include discussions with the candidate, the department chair, other decision-makers, or any others who have relevant information at times other than the appeal meeting.
- F. Upon review of relevant documents, the Dean may take any of the following actions:
 - 1. Affirm the original decision to terminate the candidate from the program, and thus not recommend a candidate for state certification;
 - 2. Reverse the original decision to terminate the candidate from the program;
 - 3. Reverse the original decision to terminate the candidate from the program, which could be subject to the candidate meeting additional requirements; or
 - 4. Request additional information before deciding to affirm the original decision, reverse the original decision, or reverse the original decision which could be subject to the candidate meeting additional requirements.
- G. After reaching a decision, the Dean's Office will hand deliver or mail a letter setting out the decision of the Dean to the candidate and the department chair within 14 days of the review meeting whenever possible. If the Dean needs additional information, the timeline for notification of the decision may be extended at the discretion of the Dean.

- H. A candidate may request a meeting with the Dean after receiving the decision letter from the Dean. At the sole discretion of the Dean, the time, place, and duration of the meeting will be scheduled by the Dean's Office
- I. The decision of the Dean is final and is not subject to further review or appeal within the applicable School.

STUDENT FACILITIES AND SERVICES

Accommodative Services

SUNY Potsdam is committed to the full inclusion of all students who can benefit from educational opportunities. In accordance with the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified students with disabilities to participate in all educational programs, services, and activities. The College will also strive to ensure that a person with a disability who is otherwise qualified will not, on the basis of that disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or be otherwise subjected to discrimination under programs or activities offered by the College.

The Office of Accommodative Services (OAS) provides academic accommodations for all qualified students who have documented learning, emotional, and/or physical disabilities and have need for accommodations. Accommodations can include such services as notetakers, text readers, alternative testing arrangements, loan of some equipment, etc.

A student with a disability requiring reasonable academic accommodations should make the specific request for such assistance to OAS. It is the responsibility of the student to identify him/herself as having a disability and to inform OAS that an accommodation is necessary. The student must submit written documentation of the disability and the need for accommodations from an appropriate authority. Accommodations will be determined on an individual basis.

OAS will assist students requesting non-academic auxiliary aids or services in locating the appropriate campus offices to address the requests. Personal care needs are the responsibility of the student.

For additional information on Accommodative Services, please call 315-267-3267 or stop by Sisson 111.

International Education Program

The International Student and Exchange Advisor serves as a liaison to monitor immigration and naturalization regulations for all international students on campus and those seeking admission to the College. The adviser monitors student compliance with INS regulations and reports student information through SEVIS.

For further information, please call 315-267-2507.

Career Planning

The Career Planning staff provides the following services to SUNY Potsdam students and alumni:

Career Selection – Individual counseling, career interest tests, SIGI+ and FOCUS interactive career computer systems, and career books are resources used to assist in selecting career options. This service has proven to be of value whether or not students have already chosen their academic majors.

Career Entry – Individual counseling and group workshops in job search strategies, resume and cover letter writing, developing interviewing skills, and designing portfolios are provided. This service includes the maintenance of reference files, job vacancy lists, a resume program and job fairs.

Career Management – This program is primarily an alumni service in career progression, career change and career problem solving.

Library – Career Planning library contains over 200 books and videos categorized by career information, reference materials, graduate school, summer jobs and “how to” for a multitude of career fields.

Internet – Through the Career Planning page on the Web, students have access to information on job vacancies, employers, careers, summer jobs, graduate schools, financial aid and handouts.

For further information, call Career Planning at 315-267-2344.

College Counseling Center

The College Counseling Center provides professional psychological services to students during times of personal, social, emotional or educational difficulty. Through individual or group counseling, students learn to deal more effectively with relationship difficulties, eating disorders, alcohol and other drug problems, study habits, crisis and loss situations, depression and anxiety. The Center employs a developmental approach with primary focus on short-term counseling. All information shared in counseling is strictly confidential and fully protected under the law.

The Center also provides outreach programming and workshops designed to assist students with the developmental tasks of the college years including: achieving independence, identity and intimacy. It should be pointed out to prospective students that resources in the local area for psychiatric treatment are extremely limited.

For more information, contact the College Counseling Center at 315-267-2330 or visit www.potsdam.edu/offices/career.

Student Health Services

Potsdam's Watkins Student Health Services Center, located in Van Housen Hall, is accredited by the Accreditation Association for Ambulatory Health Care. This accreditation means that Health Services has met nationally recognized standards for health care and is committed to providing high-quality care to all students. In addition to serving as a clinic for students who need health care, Health Services makes significant contributions to the physical and psychological health of the entire campus community. The

following highlights some of the services that SUNY Potsdam's health center provides:

1. Primary care providers who evaluate and treat illnesses.
2. Frequently prescribed medications on site.
3. On-site laboratory services.
4. Allergy shots.
5. Cold self-care center.
6. Physicals for college athletes, travel abroad and employment.
7. Confidential and anonymous HIV testing and counseling.
8. Psychological screening and referral.
9. Monitoring of immunizations to assure that students have the appropriate immunizations to be in compliance with regulatory mandates, and to decrease the potential for communicable diseases in the College population.
10. Educational programs and services such as alcohol awareness, smoking cessation and AIDS education to parallel the nationally advertised awareness campaigns.
11. Flu clinics and other initiatives to protect the College community from outbreaks of illnesses.
12. Annual campus and community wellness fair.
13. Health education in the forms of active and passive programming, peer education, video tapes, and the maintenance of a resource library available to all students.

Please call 315-267-2377 for more information or to make an appointment.

College Libraries

Supporting learning for the College community through information resources and services.

Spacious, comfortable, and friendly, the Crumb Memorial Library, conveniently located in the center of the academic quadrangle, is an important avenue to knowledge for all graduate students. Working collaboratively, teaching faculty and librarians select a wide range of print, audio-visual, and electronic information sources to support the learning needs of students in each graduate program. The Libraries' subscribe to a variety of databases and other electronic resources, which students may access through the Libraries' web page either from library computers or from personal computers on or off campus. A responsive interlibrary loan service provides students with ready access to materials from other libraries. The Crumb Library houses a children's literature collection and other K-12 curricular materials that support learning for students in teacher education programs.

The Crane Music Library, located in the Crane School, is a specialized music library with an extensive collection of music books, scores and sound recordings as well as providing access to all of the Libraries' electronic resources, listening facilities, and a MIDI computer laboratory. Library faculty with expertise in music guide and encourage students in using these facilities and materials.

Library faculty are readily available to assist students to become effective users of information resources both through individual or small group consultations and in formal course-related instruction. Special services are also provided to support students

who are enrolled in distance learning programs, whether on-line or in locations other than Potsdam.

Crane Music Center

The Crane Music Center consists is a five-building complex including the 1,290-seat Hosmer Concert Hall, the 450-seat Snell Music Theater, the 130-seat Wakefield Lecture and Recital hall, as well as classroom/office buildings all connected by a first-floor plaza area.

As of Spring 2007, The Crane School has become an All-Steinway School and replaced 141 of its pianos with new Steinway instruments. In addition, Crane has more than 1,200 band and orchestra instruments, four harpsichords, a fortepiano, five organs including Wicks concert organ that was recently given an over \$1,000,000 update and a collection of Renaissance string and wind instruments. One digital and two analog synthesizer studios, fully equipped (including a Synclavier) enable students to experiment with composition, arranging, and recording techniques. In addition, a 20-workstation MIDI and digital audio/video computer classroom serves the technology needs of all music students.

There are dressing rooms, costume rooms, scenery rooms and support areas for the performance hall; piano and instrument repair shops; a music library; and a recently updated audio center. Every classroom, rehearsal hall and faculty studio is equipped with tape and cassette decks, CD players, turntables and speakers. There are more than 75 practice rooms, a student commons, a curriculum lab for music education students and separate band, orchestra and choral library collections.

Computing and Technology Services

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology including desktop computing, networking, telephone services, administrative systems and instructional technology. Our main office is located in Stillman Hall, Room 209. We encourage you to contact us with any questions you may have at 315-267-2089.

Computer Purchase Programs

Students, faculty and staff are eligible for educational savings on a wide variety of personal computers and software. Prices are usually lower than the best mail order or internet offerings on the latest models. This popular purchase program includes both Macintosh and Windows based computers, printers, installation services, and all major software packages. Students interested in this program are strongly encouraged to take advantage of special pricing during the summer and/or spring semesters. Entering students who have signed a letter of intent to enroll in a course of study are eligible for the purchase programs as well.

For more information, call The College Store at 315-267-2573.

Campus Computer Account (CCA)

Every student is provided a Campus Computer Account. The CCA provides many services including the ability to:

- Login to computers in all labs and classrooms around campus
- Use various application programs provided by the college
- Access your SUNY Potsdam e-mail account at <http://bearmail.potsdam.edu>
- Access Blackboard (the campus learning management system)
- Store computer files on central storage (Helios)
- Publish web pages on the College's web server
- Change your CCA password by going to the web site at <https://account.potsdam.edu>

Blackboard

Every registered student has access to Blackboard, the web-based campus learning management system. For courses with a Blackboard component, students can gain access to course information, a task list, and a personal calendar, twenty-four hours, seven days a week. A wide variety of activities and information provided by their professors is also available.

To access Blackboard from the campus home page, www.potsdam.edu, select Current Students. Under Academics select Blackboard. You can also go directly to <http://blackboard.potsdam.edu>. At the login screen, enter your Campus Computer Account username and password. You will be taken to the "Welcome" page where you can see your announcements and any Blackboard courses you are participating in. Your professor may have already enrolled you in the course or may ask you to self-enroll.

Blackboard is an easy tool to use. If you do have questions, please read the FAQ section of the Blackboard login page or click on the Help button at the top of the page. This is a special web site designed to assist students with Blackboard. You can also contact the CTS HelpDesk, 100 Kellas Hall, 315-267-2083 or e-mail your questions to bbsupport@potsdam.edu.

BearPAWS

BearPAWS is a web-based student record and registration system. Students will receive login information in their student packets, distributed by the Admissions Office. Visit the BearPAWS home page at <http://bearpaws.potsdam.edu> to log in.

Once you are logged into BearPAWS, some of the many features will allow you to:

- Sign up for new student services including orientation, First Year Interest Groups (FIGs), prepackaged books and micro fridges
- Search the class schedule and register for (or drop) classes
- View your schedule
- View holds
- View your grades for current or past semesters, as well as your unofficial college transcript
- View your student billing and financial aid information

- View your addresses and update temporary or local addresses
- Sign up for room preferences and roommates
- Sign up for meal plans and Bear Express debit accounts
- View your telephone and voice mail account information, as well as your user's guide

BearMail

Communicating with students is an integral part of life at SUNY Potsdam. Faculty and administrative personnel use this e-mail address to contact students with important announcements and information. It is required that every student use their SUNY Potsdam e-mail account on a regular basis throughout their educational experience. Your SUNY Potsdam e-mail address is [username]@potsdam.edu. To access BearMail go to <http://bearmail.potsdam.edu>.

Wireless Network at SUNY Potsdam (W@SP)

The wireless network at SUNY Potsdam is a standard 802.11b/g implementation of wireless. This service is free to all students. For more information and an up-to-date map of wireless campus locations, go to <http://wireless.potsdam.edu>.

Kellas Helpdesk

The CTS Helpdesk is located in Kellas 100 and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The primary function of the Helpdesk is to resolve service requests and to assist faculty, staff, and students with campus computing related problems. Students having problems with television cables in the Residence Halls or with campus computer accounts should report these problems to the Helpdesk. You can visit the Helpdesk in Kellas 100, send e-mail to helpdesk@potsdam.edu, or call 315-267-2083. The staff will assist in answering any questions you may have or, if necessary, will refer you to the appropriate office.

TelCom Office

The TelCom Office is conveniently located in 1163 Bowman Hall West and provides voice services to the campus community. If you have telephone and/or voice mail questions or concerns, you may visit the office, phone us at 315-267-3000 or send an e-mail to telcom@potsdam.edu.

Residential Cable Television & High-Speed Internet Services

Time Warner Cable provides video and high-speed internet service to all students living in our Residence Halls. Tampering with and/or unauthorized use of the TV cable and/or the high-speed internet modem is expressly forbidden. This offense will be subject to college disciplinary action. For information on other services offered by Time Warner Cable, go to www.potsdam.edu/TW.

General Technology Classrooms and Labs

Throughout the campus, you will have the opportunity to experience numerous technology-enhanced facilities that include Macintosh and Window computer labs, "smart" classroom/projection, and Distance Learning Classroom facilities. The design

of the facilities allows for Internet connections, productivity software, e-mail, multimedia, Blackboard, and specialty software utilized by the various disciplines. Unique digital images, with text descriptions of our evolving technology-enhanced facilities, can be explored at www.potsdam.edu/CTS.

Sheard Literacy Center

The Thomas E. O’Shaughnessy Center for Assistive Technology in the Sheard Literacy Center sports a hands-on computer classroom facility with 12 Macintosh and 12 Windows computers and both a color and a black-and-white laser printer. The facility houses a projector and the instructional podium includes a Mac and a PC, a document camera, and VHS/DVD playback. Its software and hardware collection also includes many items that facilitate use of technology by individuals with a variety of disabilities.

Levitt Center

The James H. Levitt Memorial Computer Center is located in Merritt Hall and is managed by CTS. Computing resources are provided to our students in support of the educational mission of the College. These resources include access to software such as Microsoft Word, PowerPoint, Excel, SPSS statistical analysis software and many other discipline-specific academic software programs. There is high-speed access to e-mail, the Internet and other instruction related computing activities, such as Blackboard and BearPAWS. Wireless access is also available. The Levitt Center is equipped with a total of 68 computers (both Windows and Macintosh) two Epson scanners, a card-swipe copier and both a color and a black and white laser printer. The lab is open 90 hours per week and is staffed by student lab assistants at all times.

Carson 101 Multimedia Technology Classroom

This “multimedia technology classroom” is a faculty-designed facility with a unique and flexible layout. It has 12 Macintosh multimedia workstations and open cluster seating at one end, with a flexible seating/conference table area at the other end. Both areas have a large-screen color LCD projector. The room provides access to a DVD, VCR, a document camera, laser printing and high-capacity storage capabilities. It has state of the art, curricular-specific software for mathematics, chemistry, anthropology, modern languages, desktop publishing, graphic arts and a variety of other disciplines. It is connected to the campus network and to the Internet. Campus television services are also available.

Satterlee 300 Computer Classroom and Lab

This large specialized laboratory-classroom is equipped with 22 Macintosh computers, laser printer, scanners, a large-screen color LCD projector and dozens of software titles for classroom use, and instructional multimedia development. The computers are connected to the campus network and to the Internet. Students use these resources to conduct research; prepare assignments, reports, projects and term papers; obtain information not available on campus; and communicate with other students, student teachers and faculty. When not being used for instructional activities, this laboratory-classroom is available for general student use during regular business hours (8:00 a.m. to 4:30 p.m.) when the facility

is not being used for instruction; it is open for general use by the College community.

Satterlee 325 Computer Classroom and Lab

This “hands-on classroom” has been set up with 25 Macintosh computers and both a color and a black and white laser printer. It has a large-screen color LCD projector for classroom presentations, as well as connections to the campus network and the Internet. Available software includes Microsoft Office, VectorWorks (Macs only), web browsers, as well as a variety of communications and other curricular-based packages. This facility is used for classes in art, drama, political science, history, education and sociology, as well as for training, development and laboratory use outside of classroom hours. When not being used for instructional activities, this laboratory-classroom is available for general student use during college business hours.

Dunn 210 Computer Classroom

This “hands-on classroom” is equipped with 26 Windows computers, a large-screen color LCD projector and laser printing services. Programming languages, spreadsheets, word processing and communications software are available. This classroom has connections to both the campus network and the Internet.

Flagg 162 Computer Classroom and Lab

This “hands-on classroom” has been set up with 25 Windows computers and a laser printer. It has a large-screen color LCD projector for classroom presentations, as well as connections to the campus network and the Internet. Available software includes Microsoft Office, SPSS statistical analysis software, web browsers, and a variety of communications and other curricular-based packages. This facility is used for classes in economics, computer and information sciences, and sociology, as well as for training, development, and laboratory use outside of classroom hours.

Special-Purpose Computer Labs in the School of Arts and Sciences

A wide-variety of other small computer labs, available to students and faculty, are located in departmental areas throughout the school for hands-on, small group or in-lab experiences:

- Art – Macintosh computers for high-end photography and digital graphic arts
- Modern Languages – Windows computers, a library of language learning software, and a DVD and VCR
- Physics, Biology, Chemistry and Geology (all sciences) – Macintosh, Windows and Linux computers for simulation, research and instrument control
- Anthropology – Macintosh computers, a scanner for research and curricular software development
- Dance and Drama – Macintosh computers to aid in lighting design, desktop publishing and choreographic design
- Philosophy – Windows computers, a printer, scanner and extensive database materials for research projects

The Crane School of Music Technology Classrooms and Labs

Ralph J. Wakefield Lecture and Recital Hall

Originally an amphitheater-style lecture hall this space was, through the generosity of emeriti faculty, faculty, staff, and alumni, extensively remodeled in 2002 for use as a formal performance space, recording facility and “smart classroom.” This project was accomplished through the generosity of emeriti, faculty, staff and alumni and dedicated to the memory of Dean Emeritus Ralph J. Wakefield. The hall is equipped for professional quality recording with a dedicated recording control room and an extensive stereo and computer presentation system to allow for state-of-the-art lecture and special event presentations.

Crane MIDI Technology Classroom

This state-of-the-art “hands-on classroom” features 20 Intel Core Duo iMac computers and Korg Triton Le keyboard synthesizers with a wide assortment of professional grade music notation and sequencing software, World Wide Web and multimedia development software, and digital audio and video editing and mastering software. Additional hardware includes a DVD burner, scanner, laser printer, and color LCD projection system. SmartMusic accompaniment hardware and software is also available. The lab is open 90 hours per week and is staffed approximately 50 hours per week.

Electronic Music Composition Lab

This professional quality lab is equipped with the latest in digital audio recording hardware and software, high capacity digital storage media, and a variety of synthesizers and sound processors. In addition color laser printing and a computer scanner are available. The lab is open approximately 100 hours per week and is staffed at all times.

Information Technology Acceptable Use Policy

The College maintains an acceptable use policy (AUP) for our technology resources. This policy defines what activities by faculty, staff, and students are (or are not) allowed to do with respect to the use of campus computers, as well as the data network. Therefore, it applies to the use of personal computers in the Residence Halls and elsewhere on campus when that use involves network activities. This policy can be found at www.potsdam.edu/CTS/Policies/AUP.html.

CTS Student Employees

The department hires many students throughout the year. CTS student employees are essential in providing valuable assistance to our department and to the entire campus. Applications can be obtained at the Helpdesk in 100 Kellas Hall. We encourage students with work study to apply, as well as students without work study awards.

Potsdam Auxiliary and College Educational Services, Inc. (PACES)

Potsdam Auxiliary and College Educational Services, Inc. (PACES) is a not-for-profit corporation operating under contract with SUNY Potsdam. Established in 1950, PACES operates Dining Services, The College Store, and The Union Market. It also manages vending services, a microwave/refrigerator rental program and a variety of administrative services. Beyond the services and job opportunities it provides to the campus, PACES supports the SUNY Potsdam community by returning a portion of their net revenues to the College to sponsor student scholarships and other programs.

Dining Services

PACES Dining Services, consistently recognized for its excellence, operates seven distinctly different restaurants on campus. Lehman Dining Center is a traditional all-you-care-to-eat facility featuring nine dynamic food stations. A la Carte products are available at the Student Union Dining Court, Dexter’s Café, Minerva’s Café, The Greenery Snack Bar, Crane Snack Bar and the Bowman Nite Owl.

PACES offers a variety of meal plans designed to meet residential and commuter student needs. Each plan is designed to provide maximum choice and/or value for your dollar. Meal Plan contracts are valid for the academic year. Students who are required to live on campus and purchase a meal plan that do not select a plan through BearPAWS by the due date will automatically be assigned one. A complete list of policies and procedures is available on-line at BearPAWS (<http://bearpaws.potsdam.edu>).

For more details please contact the PACES Business Office at 315-267-3096. Your meal plan choice and Bear Express Account are encoded on your photo/ID card (SUNYCard), which is the official College identification card.

The College Store

The College Store carries a complete selection of required textbooks and support materials. A variety of school supplies, including art and music materials, as well as best-selling novels and books for general reading interests are available at the College Store. The store has a line of unique gift items, a wide selection of SUNY Potsdam clothing and sportswear, memorabilia and alumni-related material. The College Store manages the Bear Care program providing individuals the opportunity to send gifts, care packages and gift baskets to students for any occasion.

Textbook and other online ordering is available at www.potsdam.edu/paces/collegestore.

The Union Market

The Union Market is the campus convenience store carrying a variety of products such as fresh and frozen foods, snacks, health and beauty products, sodas, newspapers and magazines. In addition to its function as a convenience store, The Union Market also provides VHS/DVD rentals, an on-site digital photo processing center and traditional film processing.

SUNYCard

All SUNY Potsdam students, faculty and staff are required to have a SUNYCard. The SUNYCard functions as the official College ID and is used to access Meal Plans, FLEX Dining Credits, Be-My-Guest Passes, and Bear Express Accounts. It also provides entrance to Residence Halls, Maxcy Hall, and the Crane and Crumb libraries.

If you have questions concerning the SUNYCard, contact the SUNYCard Office in Merritt Hall at 315-267-2658.

ACADEMIC DIRECTORY

AREA CODE (315)

School of Arts and Sciences

Anthropology	267-2053
Macvicar Hall	
Art 267-2251	
Brainerd Hall	
Biology.....	267-2264
Stowell Hall	
Chemistry	267-2264
Stowell Hall	
Computer and Information Sciences	267-2074
Dunn Hall	
Dance and Theater	267-2556
Satterlee Hall	
Economics and Employment Relations	267-2206
Dunn Hall	
English & Communication	267-2005
Morey Hall	
Geology.....	267-2286
Timerman Hall	
History.....	267-2556
Satterlee Hall	
Mathematics.....	267-2065
Macvicar Hall	
Modern Languages.....	267-2792
Morey Hall	
Philosophy	267-2005
Morey Hall	
Physics	267-2286
Timerman Hall	
Politics	267-2768
Satterlee Hall	
Psychology	267-2606
Flagg Hall	
Sociology.....	267-2768
Satterlee Hall	
Theater.....	265-2556
Satterlee Hall	

School of Education and Professional Studies

Business Administration	267-2074
Dunn Hall	
Community Health.....	267-2074
Dunn Hall	
Curriculum and Instruction (Birth–Grade 6)	267-2525
Satterlee Hall	
Literacy	267-2535
Satterlee Hall	
Secondary Education.....	267-2535
Satterlee Hall	
Special Education.....	267-2525
Satterlee Hall	
Information Communication and Technology	267-2074
Dunn Hall	

The Crane School of Music

Music, Graduate Studies.....	267-2453
Bishop Hall	
Music Education	267-3231
Schuette Hall	
Performance	267-3222
Bishop Hall	
Theory, History and Literature	267- 2447
Schuette Hall	

ADMINISTRATIVE DIRECTORY

AREA CODE (315)

Academic Affairs – Provost, Raymond Hall	267-2108
Accommodative Services, Sisson Hall	267-3267
Affirmative Action, Raymond Hall.....	267-3372
Arts and Sciences – Dean, Dunn Hall	267-2231
Career Planning, Sisson Hall	267-2344
Computing and Technology Services	
Administrative Information Systems,	
Stillman Hall.....	267-2089
Helpdesk, Kellas Hall	267-2083
Counseling Center, Van Housen Hall.....	267-2330
Crane School of Music, The	
Dean, Bishop Hall.....	267-2775
Director of Graduate Studies, Bishop Hall.....	267-2453
Education and Professional Studies – Dean,	
Satterlee Hall.....	267-2515
Extended Education,	
Raymond Hall.....	267-2166 or 800-458-1142
Financial Aid, Raymond Hall.....	267-2162
Field Experiences and Teacher Certification,	
Satterlee Hall.....	267-2517 or 800-458-1142
Graduate Studies, Satterlee Hall	267-2165 or 800-458-1142
Health Services, Van Housen Hall.....	267-2377
Human Resources, Raymond Hall	267-4816
International Education, Carson Hall.....	267-2792
Libraries	
Crumb Memorial Library.....	267-2485
Crane Music Library.....	267-2451
PACES	
Business Office, Merritt Hall	267-3096
Dining Services, Thatcher Hall	267-2657
The College Store, Student Union	267-2573
SUNYCard, Merritt Hall.....	267-2658
President’s Office, Raymond Hall	267-2100
Registrar, Raymond Hall	267-2154
Residence Life, Draime Hall.....	267-2350
Student Accounts, Raymond Hall	267-2137
Student Affairs, Barrington Student Union.....	267-2117
Student Conduct and Community Standards,	
Barrington Student Union.....	267-2579
University Police, Van Housen Hall.....	267-2222