

Special Note: students with disabilities who require classroom accommodations should apply for them through the Office of Accommodative Services.

For more information, please contact the Director of Student Support Services by calling (315) 267-2745 or e-mail fisherdg@potsdam.edu.

University Police

The University Police Department's mission is to provide a safe and secure environment for all persons on the College campus, and to protect the rights of each individual as we carry out our mission.

The University Police Department at SUNY Potsdam currently has eight police officers, two Lieutenants, and a Police Chief. The department is responsible for enforcement of federal, state, and municipal laws as well as vehicle and traffic laws. We ensure that the members of the College community comply with all campus rules and regulations. Services offered by University Police include personal safety and crime prevention programs, vehicle jump-starts and lock out assistance, campus escorts and emergency assistance. The University Police Department administers the campus parking program, to include vehicle registrations, parking fee collection and parking ticket appeals. We provide these services 24-hours per day and seven days a week, because we are committed to the safety and security of all employees, students and visitors to the campus. For more information, visit our Web page www.potsdam.edu/police or call us at (315) 267-2222.

ACADEMIC POLICIES AND PROCEDURES

Policies Relating to Academic Performance

SUNY Potsdam Academic Honor Code

I. 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.

II. Academic Honesty Pledge

On all academic work done by students at SUNY Potsdam, the pledge below 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."

III. 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 manner 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 being or has 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 Academic 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.

IV. 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 (www.potsdam.edu/studentconduct). 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, see page 45, the Northwestern University Principles Regarding Academic Integrity: www.northwestern.edu/uacc/uniprin.html, and The Rice University Honor Council www.honor.rice.edu/bluebook.cfm.

Potsdam Information Technology Acceptable Use Policy

SUNY Potsdam adapted an Information Technology Acceptable Use Policy that all faculty, staff, students and other authorized users must comply with. To view this policy, go to www.potsdam.edu/CTS/Policies/AUP.html.

Academic Honors

President's List

To be named to the President's List students must have completed at least 12 numerically graded undergraduate credit hours with a grade point average of 3.50 or higher. A notation of this honor will be printed on the transcript.

Dean's List

To be named to the Dean's List students must have completed at least 12 numerically graded undergraduate credit hours with a grade point average of 3.25 to 3.49. A notation of this honor will be printed on the transcript.

Graduation with Honors

Students qualifying for degrees of distinction must have completed a minimum of 60 academic credit hours at SUNY Potsdam, of which 75 percent must be numerically graded. These students will receive a degree cum laude for a cumulative average of 3.25 to 3.49; a degree magna cum laude for a cumulative average of 3.5 to 3.74; and a degree summa cum laude for a cumulative average of 3.75 or above.

To be eligible to wear College Honors Cords at commencement ceremonies, a student must have at least a 3.25 cumulative grade point average at the end of the previous fall semester and have completed a minimum of 45 academic credit hours at SUNY Potsdam, of which at least 75 percent must have been graded numerically.

Honor Societies

One of the highest academic achievements any student can attain is election to an honor society; it is a tangible, highly valued and widely recognized symbol of success. Potsdam students have the opportunity to gain such important recognition by the following honor societies:

Phi Kappa Phi (national honor society for juniors and seniors)
 Phi Eta Sigma (national honor society for freshmen)
 Alpha Kappa Delta (sociology)
 Alpha Psi Omega (theatre)
 Beta Beta Beta (biology)
 Epsilon Delta Pi (computer and information sciences)
 Gamma Sigma Epsilon (chemistry)
 Kappa Delta Pi (education)
 Kappa Pi (art)
 Lambda Alpha (anthropology)
 Lambda Pi Eta (communication)
 Omicron Delta Epsilon (economics)
 Omicron Psi (all-discipline honor society for non-traditional students)
 Phi Alpha Theta (history)
 Phi Sigma Tau (philosophy)
 Pi Delta Phi (French)
 Pi Kappa Lambda (music)
 Pi Mu Epsilon (mathematics)
 Pi Sigma Alpha (political science)
 Psi Chi (psychology)
 Sigma Delta Pi (Hispanic)
 Sigma Pi Sigma (physics)
 Sigma Tau Delta (English)

Scholarships and Awards

The College bestows a number of scholarships and other awards upon students whose outstanding performance merits special recognition. These awards emphasize the value placed on academic achievement and excellence by the College and are presented annually at the College's Honors Convocation.

The most prestigious award given to two graduating students each year is the SUNY Potsdam Faculty Award. Endowed and presented by the faculty, one award goes to the student with the highest grade point average who has completed all degree requirements at SUNY Potsdam. The other goes to a transfer student with the highest grade point average.

For a representative sample of other awards, see the Scholarships section of this catalog beginning on page 27.

Student Classifications

Matriculated Students

Matriculated students have completed the SUNY Potsdam application form, paid an application fee, had credentials reviewed by the Admission Office, been accepted as degree candidates in a particular

curriculum, registered for classes and attended them at least one day. Such students are considered to be matriculated until they graduate or are dismissed.

Non-matriculated Students

Non-matriculated students also go by other informal names (e.g., casual, guest, special, non-degree). They have not been formally admitted to the College as degree candidates. Normally 30 credit hours taken at SUNY Potsdam as a non-matriculated undergraduate may be applied toward the requirements for a baccalaureate degree. Acceptance of more than 30 credit hours taken as a student in this status may be approved by the dean of the School in which the student is accepted for matriculation.

Full-time Students

Students who are registered for 12 or more credit hours in a given semester are considered full-time. Full-time students pay a uniform tuition and College fee. Full-time students may subsequently become part-time students and vice versa.

Part-time Students

Students who are registered for fewer than 12 credit hours in a given semester are considered part-time. Part-time students pay tuition and fees by the semester hour. Part-time students may subsequently become full-time students and vice versa.

Class Standing

Matriculated students are classified according to the number of credit hours earned:

Freshman	0-23 credit hours
Sophomore.....	24-56 credit hours
Junior.....	57-87 credit hours
Senior.....	88+ credit hours

Lower Division

Students who have earned fewer than 57 credit hours are traditionally known as freshmen or sophomores. Such students normally register for coursework designated at either the 100 or 200 level. Likewise, courses offered at the 100 or 200 level are described as lower-division offerings. It should be noted that all work taken at a two-year, community or junior college is considered to be lower-division work.

Upper Division

Students who have earned 57 or more credit hours are traditionally known as juniors or seniors. Such students typically register for courses at the 300 and 400 levels and occasionally (with special permission), may register for courses at the 500 level. Courses designated at the 300 and 400 levels are likewise designated upper-division offerings. It should be noted that graduation requirements mandate completion of at least 45 credit hours of upper-division work, 15 of which must be in the major.

Graduate

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

Courses at the 600 level are limited to graduate credit only.

Seniors wishing to enroll in courses for graduate credit must make application to the Office of Graduate Studies, Satterlee 117. Seniors may enroll in graduate coursework for graduate credit under the following conditions. 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.

Transfer Students

Students completing a minimum of 12 credit hours of coursework at another accredited college or university subsequent to high school graduation are considered transfer students.

Every student accepted in a SUNY Potsdam baccalaureate degree program, regardless of whether enrolling as a freshman or transfer is bound by the same academic policies and procedures and must satisfactorily complete all specified requirements for the degree.

Requirements for graduation are binding for six years from the date of one's initial college matriculation. For transfer students, this date coincides with the initial matriculation date at the first college attended. This assures continuity of the academic advising process between two- and four-year programs. Every student pursuing a bachelor's degree at SUNY Potsdam must complete a minimum of 30 credit hours of SUNY Potsdam coursework, which includes at least 15 upper-division credits in each academic major. Forty-five upper-division hours are also required for the bachelor's degree. (Music majors should consult requirements specified for the Bachelor of Music degree.)

Transfer students who complete the Associate in Arts degree (A.A.) or Associate in Science degree (A.S.), including an academic program considered parallel to that which they pursue at SUNY Potsdam, will, assuming satisfactory progress, be guaranteed the opportunity to complete the Bachelor of Arts or Bachelor of Science degree within four semesters of full-time enrollment. Students who pursue New York State teacher certification may, in some cases, need to enroll for one additional semester in order to complete the professional semester component of student teaching.

Class standing is determined by the number of credit hours completed by an individual (this includes both SUNY Potsdam and transfer coursework). Transfer students entering SUNY Potsdam upon completion of the A.A., A.S. or A.A.S. degree are granted full junior class standing.

Non-traditional Students

Non-traditional students are encouraged to join the Non-traditional Student Organization (NTSO) which meets weekly each semester. For additional information, contact the organization's adviser by calling (315) 267-3266.

College Credit Policies

Students nominally earn course credits at the rate of one credit for each hour of time spent in class per week over the period of one semester. The actual formula, however, is based upon minutes spent in class (e.g., a minimum of 15 meetings x 50 minutes = 750 minutes = 1 credit hour). Thus, to earn 3 credits for completing a 3-hour course,

students must pass the course, and the class itself must meet 2,250 minutes or 37.5 hours.

Liberal Arts Credit

A course carrying liberal arts credit is a course of college-level work designed to contribute to students' intellectual and cultural and/or artistic growth. In such a course, the study is devoted to historical, cultural, analytical, evaluative, theoretical or conceptual treatments of the subject matter.

Non-liberal Arts Credit

A course carrying non-liberal arts credits is a course of college-level work designed primarily to help students develop appropriate skills, knowledge and attitudes necessary for the pursuit of specific professions or vocations. In such a course the majority of the study focuses on methods, techniques, technical skills, practical applications, or specialized knowledge with a narrow range of applicability outside of the given field. Non-liberal Arts courses are indicated with an @ sign in the course title.

Credit Loads

Part-time = 0-11 credit hours

Full-time = 12-19 credit hours (including P.E. experiences)

Overload = above 19 semester hours (including P.E. experiences)

Applying for an Overload

1. Students must be a sophomore or higher, have a 3.0 GPA, and complete an overload form available in the office of each School dean, including the signature of adviser and appropriate dean or designee.
2. Students must state their reasons for needing the overload on this form. Dean's reasons for granting or denying students' request will also be recorded on this form.

Summer Session and Winterim Course Load

1. The maximum course load for any Summer School Session lasting four weeks or more is seven credit hours.
2. The maximum course load for any session shorter than four weeks is four credit hours.
3. For overlapping sessions, the maximum course load is seven credit hours.
4. In exceptional circumstances, overload hours may be approved with written permission from the dean (or designee) and the faculty members of the applicable courses being registered for.

Prerequisites for Courses

Students and their advisers need to carefully check course descriptions in the *Undergraduate Catalog* to ensure that students possess the competence to undertake specific coursework. Frequently, a lower-division or introductory-level course may be a requirement for upper-division or advanced courses. Occasionally, however, the description may simply require a consultation with the instructor and his or her permission.

Course Levels

Courses are numbered to provide a nominal measure of their level of refinement. For instance, it would normally be unwise for freshmen, without previous experience in a discipline, to register for a 400-level course. These course levels are listed as follows:

100-299	Undergraduate lower division
300-499	Undergraduate upper division
500-599	Graduate (<i>Advanced undergraduates may take them, with permission, for undergraduate credit.</i>)
600-699	Graduate (<i>Limited to graduate students and seniors with permission, see Graduate Course Levels, page 64 in the SUNY Potsdam Graduate catalog.</i>), for graduate credits only.

Auditing Courses

Regularly enrolled students may audit courses under certain limitations. The instructor must signify approval by written notification to the dean of the appropriate school, submitted through the department chair. 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 SUNY 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 credit 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 2.0 or higher, the student earns the quality points but no additional credit hours. If the new grade is less than 2.0, 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 1.0 or higher, the student earns the quality points and the additional credit 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 195, 295, 395 or 495 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 SUNY Potsdam GPA, if a student repeats a course at another college and earns a higher grade, the lower grade will be excluded from the SUNY Potsdam GPA.*

Remedial Credits

Credit hours earned in classes which are primarily remedial or college preparatory in nature may not be counted among credit hours earned or toward degree requirements.

Credits Not Earned at SUNY Potsdam

Transfer Credits

Definition: Credits earned for instruction not under the direct control of SUNY Potsdam are transfer credits.

Acceptance of Credit: The Director of Academic Transfer Services is responsible for evaluation of transfer credentials. Credits will be accepted for coursework completed with a grade of D or better at a regionally accredited institution of higher education, (i.e., college, junior college, technical institute, seminary, Armed Forces Institute, Service Members Opportunity College or foreign institution). Guidelines issued by the American Association of College Registrars and Admissions Officers (AACRAO) will be used where necessary and applicable to assist in evaluation.

An official evaluation of transfer credit will be completed for each transfer student at the time of acceptance to the College. This evaluation constitutes an agreement between the student and SUNY Potsdam and is binding for six years from the catalog date indicated on the evaluation. During that time no changes may be made to the detriment of the student because of subsequent changes in College policy or requirements.

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 President's List, Dean's List or honors designations.

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

Upper-Division Credit: No community college course may be transferred for upper-division credit. Courses taught at the lower-division level at the transfer institution will transfer as lower-division credit. Such a course may transfer as equivalent to an upper-division SUNY Potsdam course, however, it will not count as upper-division credit.

Major Field Credit: The decision as to whether and how transferred credits apply toward completion of a major at SUNY Potsdam rests with the major academic department. *Note: A grade of C or better must be earned in each course to be applied toward the major or major cognates.* In addition, a minimum of 15 credits in the major at the upper-division level must be completed at SUNY Potsdam.

Liberal Arts Credit: In general, credits earned in a department corresponding to an arts and sciences department at SUNY Potsdam will be considered liberal arts. Should the liberal arts content of a particular

course be questioned, the decision will be made by the Director of Academic Transfer Services in consultation with the department concerned. Courses from departments of education, military science or business administration are defined as non-liberal arts. If students question the determination of non-liberal arts credit for courses originating in such departments, they may appeal to the Director of Academic Transfer Services for a reexamination of the decision.

Transfer credits from departments which do not exist at SUNY Potsdam may be given liberal arts credit. In such cases, the decision will be made by the Director of Academic Transfer Services in consultation with related departments.

Transfer Support Services

SUNY Potsdam acknowledges that students transferring from one academic environment to another face special needs and concerns. Any student having questions relating to the transfer of credit to SUNY Potsdam is encouraged to stop by Academic Transfer Services in the Office of Admissions, (315) 267-2237.

Advanced Placement Examination Credits

A student who has had advanced work in one or more subjects in high school may be granted College credit on the basis of College Board Advanced Placement (AP) Examination scores. The assignment of College credit will be determined by the Director of Academic Transfer Services.

AP credit may be applied toward General Education requirements, major/minor requirements or electives. Students who have earned such credit should have official score reports forwarded to the Academic Transfer Services Office. Application forms and a bulletin of information about the AP Examinations may be obtained from the College Board Advanced Placement Examinations, P.O. Box 992, Princeton, New Jersey 08540.

For further information on how AP Credit may be used to satisfy General Education requirements, see page 78.

College-Level Examination Program (CLEP)

The College-Level Examination Program provides the opportunity for non-traditional students to earn college credit by examination. CLEP information may be obtained from: CLEP, Educational Testing Service, Princeton, New Jersey 08540. SUNY Potsdam accepts CLEP credit as follows:

General Examinations: no credit is granted for CLEP general exams.

Subject Examinations: credit for general CLEP subject exams is granted for students earning the minimum score (equivalent to a C/2.0 grade) or higher as recommended by the American Council on Education (ACE). The suggested credit to be awarded for each exam is clearly indicated on the official CLEP report.

In order to gain credit for CLEP exams, students must have an official score report sent directly from ETS to the SUNY Potsdam Academic Transfer Services Office.

International Baccalaureate Program (IB)

With its origins in Europe, the International Baccalaureate Program is a secondary education program now being offered by a number of high schools in the United States. SUNY Potsdam welcomes applications from IB students.

College credit for higher level IB subjects will be granted on a course-by-course evaluation for each subject in which a student earns a score of 4 (satisfactory) to 7 (excellent). In order to gain credit, students must have both a final high school transcript and official IB score report/transcript mailed directly to the Academic Transfer Services Office.

Military Credit

College credit for military education will be granted on a case-by-case basis for students who provide official educational documentation. Students should have official Community College of the Air Force, AARTS or SMART transcripts mailed directly to the Academic Transfer Services Office. Granting of College credit for the AARTS and SMART transcript is based on recommendations from the American Council on Education (ACE) as noted on each transcript.

Credit by Examination in The Crane School of Music

See Part I in The Crane School of Music publication, *Academic Information Supplement* available online at www.potsdam.edu/crane (click on “Degree Programs,” then “AY 2007-2008”).

Grading Policies

Undergraduate Grading System

A numeric system: grades are entered on the student’s permanent record and calculated into the cumulative GPA. Levels of achievement are indicated according to the following intervals:

- 4.0 = A Excellent
- 3.7
- 3.3
- 3.0 = B Good
- 2.7
- 2.3
- 2.0 = C Satisfactory
- 1.7
- 1.3
- 1.0 = D Minimum for which credit is awarded
- 0.0 = F Failure

Note: this grading scale took effect in the fall 2002 semester. The previous numeric grading scale permitted the following grades: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, and 0.0.

An alternate grading system: students may opt to be graded by an alternative grading system (S/U) in individual courses.

“S” is recorded for a grade of 2.0 or higher.

“U” is recorded for a grade lower than 2.0.

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.

Students may consider this option for a maximum of 14 credit hours during an entire college career, but cannot choose it when repeating a class. To select this 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 ensembles). An S* denotes satisfactory performance; U* denotes unsatisfactory performance. Students graded in this manner will not have such credits considered as part of the 14-semester-hour maximum.

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.

An incomplete form specifying the course requirements remaining to be fulfilled and the timeline for completion should be filed in the appropriate dean’s office.

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.

Early Alert System

At the end of the sixth week of each semester, the College contacts class instructors regarding the achievement of students. Instructors are requested to indicate whether any student’s performance is below the 2.0 level at that time. The results of this inquiry are then reported to the students and their advisers.

Deadlines for Course Schedule Adjustments

Changing Class Enrollment and S/U Grading Option

A student wishing to add, drop or withdraw from a course or elect the S/U grading option should follow posted deadlines and procedures. The ADD/DROP period extends five class days into each semester. 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 director of the Student Success Center or the Crane Dean’s office (for Crane students), as well as the instructor’s permission if adding, and pay a \$15 late fee. Students must be officially registered for all of their courses by the end of the third week of the semester. Late drops are permitted only under emergency circumstances, because the option to withdraw from a class is available until the end of the eighth week of classes in the current semester.

Students wishing to elect or remove the S/U grading option for extenuating circumstances after the posted deadline (the end of the eighth week of classes) must obtain special permission as directed above. No fees apply.

Note: Add and drop deadlines for courses that are scheduled for only part of a semester, or for shortened terms such as Winterim and summer sessions, are ad-

justed depending on their length. The deadline for withdrawing or choosing the S/U option for such classes is the midpoint of the course.

Withdrawing from Courses

Undergraduate students may elect to withdraw from courses for any reason for a maximum of 14 credit hours during their SUNY Potsdam college career. Students may exercise this right only before the end of the eighth week of classes in the current semester. In such cases a “W” is noted on the permanent record. For full-time students, dropping below 12 credit hours due to withdrawal may have an effect on financial aid eligibility. Students wishing to late withdraw for extenuating circumstances after the posted deadline must obtain special permission as directed above. No fees apply. To withdraw from the College, please see information in the following column.

Emergency Withdrawal from Courses

Withdrawal for a documentable medical or other emergency may be requested at the Student Success Center (Sisson 128) at any time. Requests are considered on a case-by-case basis, and for some students verification from a treating physician/clinician that they have been addressing the emergency issue and are prepared to return to successful college work may be required prior to readmission. If approved, an emergency withdrawal will be noted on the permanent record as “W*” and will not be considered as part of the 14 credit hour maximum.

Receiving W*s does not cancel the student’s financial liability to the College for course tuition or fees. Withdrawal due to a call to active military duty will be noted on the permanent record as “M*” and will not count toward the 14 credit hour limit.

Note: A student desiring to make any changes more than one calendar year after the end of the semester in which the student was enrolled in the course must request approval from the Provost’s Office.

Withdrawal from College

The continuance of each student upon the rolls of the College, the receipt by her or him of academic grades, and her or his graduation are subject entirely to the discretionary powers of the College and the policies of The State University of New York.

Undergraduate students who decide to terminate or interrupt their studies at SUNY Potsdam because of illness or injury, a personal or family emergency, a decision to pursue a different curriculum at another school, or some other reason, should contact the College’s Withdrawal Officer to discuss their circumstances and complete Withdrawal/Leave of Absence forms. Students enrolled in The Crane School of Music should also schedule an appointment with the Office of the Associate Dean and complete the appropriate form. Students who leave without notifying the College or without completing the necessary forms may encounter unexpected complications with their enrollment and financial status.

A Withdrawal from the College should be requested by students who do not plan to return to SUNY Potsdam or who are uncertain of their future plans. A Leave of Absence should be requested by students who expect to return to the College within one year; students must indicate the semester they plan to return on the application. Students granted a Leave of Absence must also complete an Application for Readmission form with the Registrar’s Office the semester before they plan to return to the College.

The academic consequences of a Withdrawal or Leave of Absence depend upon the point in the semester that the student leaves the College:

1. If a student’s last day of attendance is before the deadline to Add and Drop (the fifth day of classes), his/her classes will all be dropped and will not appear on the official transcript.
2. If the last day a student attends classes is after the last day to Add and Drop but before the last day to Withdraw (the end of the eighth week of classes), his/her grades will be reported as all W’s (withdrawals), and his/her academic standing will be carried forward from the previous semester (note that these withdrawals do not count as part of the 14 credit hour limit on withdrawals from individual courses).
3. If the last day of class attendance is after the last day to Withdraw in that semester, the student will receive the grades reported by his/her instructors—most likely 0.0s if the student has not been attending classes regularly.
4. Regardless of the last day of attendance, students may apply for Emergency Withdrawals (W*s) if they have documentable emergency reasons for leaving the College.
5. Academically dismissed students are not eligible for either Leaves or Withdrawals from the College. If a student applies for one of these options after the last day to Withdraw, his/her Leave or Withdrawal will not be approved until after grades are processed at the end of the semester.

All questions concerning Withdrawals or Leaves of Absence should be directed to the director of the Student Success Center, Sisson 128, (315) 267-2580.

Leave of Absence

The Leave of Absence is primarily intended for those students who can with some assuredness indicate that they will be returning to the College at a specified time (e.g., an absence due to alternative experiences, international or domestic exchange programs, pregnancy, personal injury, elective surgery, etc.). Any student who is eligible to register for the next semester is eligible to apply for a Leave of Absence for a period of one semester or one year. Interested persons should contact the Student Success Center, Sisson 128 at (315) 267-2580 to discuss this alternative to withdrawal. Students enrolled in The Crane School of Music should also schedule an appointment with the Office of the Associate Dean and complete the appropriate form.

Readmission to the College

Readmission is considered a privilege and not a right. The following procedures apply to those who were previously matriculated at SUNY Potsdam and who desire readmission (whether they have attended another institution or not):

1. Contact the Office of the Registrar at (315) 267-2154 (or go to www.potsdam.edu/reg) to obtain a readmission application, then forward completed forms and transcripts from any other colleges attended (if applicable).
2. Applications must be completed by July 15 for the fall semester and December 15 for the spring semester.
3. Decisions on the application for readmission will be sent to the applicant shortly after all necessary forms have been completed and any obligations to the College have been resolved.

4. Requirements for graduation in effect at the time of the student's matriculation are not binding on the College for more than six years after the date of matriculation. Because academic disciplines change, students readmitted six or more years after initial matriculation will have their records reevaluated by the school and the major and minor department(s). Such reevaluation may result in students being required to take additional courses or retake certain courses.
5. Readmitted students will resume the same academic standing they had when they left the College, except that previously dismissed students will be placed on Academic Probation.

Readmission after Dismissal

Readmission is considered a privilege and not a right. A previously dismissed student seeking readmission should contact the Office of the Registrar well in advance of the readmission deadline. The student will be expected to display evidence of readiness and motivation to resume studies. Readmission will be the decision of the Provost (or designee).

Academic Standards Policy

Academic Standards Committee

The Academic Standards Committee is appointed by the Provost of the College. It exists for the purpose of administering standards of acceptable academic performance, reviewing students' academic progress, and advising the Provost on appropriate College actions.

Acceptable Standing

The minimal academic levels for Acceptable Standing in a given semester are:

1. A Semester Grade Point Average of 2.0, and
2. A Cumulative Grade Point Average of 2.0.

Note: Students receiving certain types of financial aid are subject to other performance standards. For details, see the "Financial Aid" section of this catalog.

Academic Warning and Academic Probation

1. **Academic Warning:** for all students, except those completing their first semester at SUNY Potsdam, if a student's Semester Grade Point Average falls below 2.0, then the student will be placed on Academic Warning.
2. **Academic Probation:** for all students, except those completing their first semester at SUNY Potsdam, if a student's Cumulative Grade Point Average falls below 2.0, then the student will be placed on Academic Probation.
3. **Students Completing their First Semester at Potsdam:** first-semester students with Semester Grade Point Averages between 1.5 and 1.99, inclusive, will be placed on Academic Warning. First-semester students with Semester Grade Point Averages below 1.5 but above 0.0 will be placed on Academic Probation. First-semester students with semester grade point averages of 0.0 will be eligible for dismissal.
4. Students who qualify for both Academic Warning and Academic Probation status will be placed on Academic Probation.

Warning Sanctions

The College imposes no formal sanctions for students on Academic Warning status. Warning status, however, may affect students' eligibil-

ity to apply for awards, transfer to other institutions, or participate in certain organizations or activities.

Probationary Sanctions

1. **Sanctions:** while on probation, a student should avoid extensive non-academic commitments and curtail voluntary activities that consume significant amounts of available study time. Effecting an immediate academic recovery, and thereby averting possible dismissal, must become the student's primary objective. *Note: See "Dismissal" section below.* The student on probation is prohibited from student teaching; fraternity/sorority pledging; serving as a Resident Assistant; serving on a College committee; representing the College in official intercollegiate competition, including cheerleading; and assuming or maintaining any office, designated post, position, or leadership role in organizations financially supported or formally recognized by the institution. A list of such organizations is available from the Provost, the SGA President, and the Vice President of Student Affairs. All matters concerning eligibility and proper compliance shall be adjudicated by the Provost (or designee).
2. **Procedures for Organizations:**
 - a. Each organization that is supported or recognized by the College shall submit to the Vice President of Student Affairs (or designee) a roster citing all individuals serving as officers under the terms of its approved constitution no later than 10 days after the beginning of each semester.
 - b. The Vice President of Student Affairs (or designee) shall notify the Provost (or designee) when violations occur.
 - c. A student found to be in noncompliance shall be immediately suspended from participation in the organization for the duration of the probationary period.
 - d. An organization found to be in noncompliance (i.e., allowing ineligible members to participate) shall be at risk and liable to the immediate penalty of suspension of formal institutional support or recognition as deemed appropriate.

Changing Academic Status

1. The academic standing of students on Warning or Probation will return to Acceptable Standing when they achieve both a Semester and Cumulative Grade Point Average of 2.0 or above.
2. **Repeated Courses:** repeating a course does not enable students to change their academic status for a previous semester. For academic standing purposes the semester GPA is calculated before any exclusions for repeat courses are coded. *Note: See the catalog section "Repeating Courses" for more details concerning the College's repeat policy.*
3. **Transfer Courses:** courses completed at another academic institution normally will not affect academic status at SUNY Potsdam, since only credit hours, not courses, transfer. When all the following conditions are met, however, transferred courses may change a student's academic status from Probation to Acceptable Standing:
 - a. The transferred course is an exact repeat of a SUNY Potsdam course. *Note: Students who plan to repeat SUNY Potsdam courses at another college should consult in advance with the Academic Transfer Services Office to insure that the course will count as an exact equivalent.*
 - b. The SUNY Potsdam Registrar's Office receives an official transcript of the repeated course. (Students must arrange for the other institutions to transmit the transcripts to SUNY Potsdam.)

- c. The SUNY Potsdam Registrar's Office is notified of the repeated course by the student.
 - d. The grade for the repeated course is higher than the grade for the original course, and the exclusion of the original grade results in raising the student's Cumulative Grade Point Average to 2.0 or above. *Note: Transfer courses do not affect Dismissal status.*
4. **Winterim Courses:** the academic standards policies of the College also apply to Winterim courses. Winterim is equivalent to a separate semester for purposes of academic standards.
 5. **Summer Courses:** the academic standards described in this policy also apply to summer courses. The sum of hours completed at SUNY Potsdam during summer counts as a single term for the purpose of determining academic status. Academic standards shall be reviewed once at the end of the summer.

Eligibility to Register

"Good Academic Standing" is defined as eligibility to register for and undertake academic coursework for the semester in question. Revocation of this privilege occurs when a student is dismissed from the College. A dismissed student may not register for or undertake coursework at SUNY Potsdam unless formally readmitted by the Office of the Registrar. Records relating to students' academic standing shall be maintained by the Registrar and the chair of the Academic Standards Committee.

Dismissal

1. **Conditions for Dismissal:** students may be subject to Dismissal in the following cases:
 - a. in their first semester at the College they earn a semester Grade Point Average of 0.0, or
 - b. after a semester on Probation, they fail to raise their cumulative Grade Point Average to a 2.0 or higher, with the following exception: if in their first semester on Probation they earn a semester Grade Point Average of 2.0 or above but fail to raise their cumulative Grade Point Average to a 2.0 or above, they will be permitted to return to the College for one more semester on Probation.
2. **Dismissal and Future Enrollment:**
 - a. *First Dismissal:* revocation of enrollment for a full academic year.
 - b. *Second Dismissal:* students dismissed for a second time may not continue their education at SUNY Potsdam.
 - c. *Special Dismissal Waiver for Exceptional Circumstances:* the Academic Standards Committee at its discretion may recommend a Special Dismissal Waiver when circumstances beyond the personal control of students prevented them from satisfying the appropriate standards set forth above. Students may petition for the Waiver upon notification of Dismissal. This appeal must be submitted on the form available from the Student Success Center by the deadlines indicated in the Dismissal Notice. This Waiver allows students to enroll for one additional semester on Probationary status.
3. Students dismissed from the College will not be permitted to enroll in SUNY Potsdam courses as a cross-registrant from one of the Associated Colleges until they are removed from the dismissed status at SUNY Potsdam.

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. 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.
4. 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.
5. Provision will be made for the scheduling of examinations for combined sections of courses involving at least 70 students. The request for such scheduling must be made at the time the semester class schedule is submitted by the department.
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.

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"; c) to reflect the judgement 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 by: a) the instructor who awarded the grade; 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 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 dean of the appropriate School.

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

Appeal Procedures

1. **Step One:** the grievance must be filed in writing with the first level in the appeals process (faculty, professional staff member or Director of Office, as appropriate) within 14 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 or professional staff 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 14 calendar days after the receipt of the grievance. 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 or professional staff 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 official/supervisor at Step Two shall schedule where appropriate, a meeting with the student, the

Step One faculty or professional staff 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 supervisor/official shall be issued to the student within 14 calendar days after the meeting with a copy to the Step One faculty or professional staff member.

3. **Step Three:** if the response to Step Two does not resolve the appeal, the student or the faculty or professional staff 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 or professional staff 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 or professional staff 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.

Where a grievance involves a professional staff member who is covered by a collective bargaining agreement, the campus representative of the bargaining unit will be notified in writing when the appeal moves to Step Three.

4. **Step Four:** if the student or the professional staff member claims failure by the College to follow the appropriate procedural steps outlined above, the student or the professional staff member may request a review by the Vice President or Provost (or designees). Such a request shall be in writing and shall include a brief, dated statement of the claimed procedural failure. The Vice President or Provost (or designees) shall issue a written response to the student and the professional staff member 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 appeal 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.

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) 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 and office phone number. Departments are encouraged to publish pamphlets with detailed course descriptions in time for students to consult them before Advance Registration.

Class Attendance

Students are responsible for meeting all academic requirements of a course and following the attendance policy set by the instructor. This policy must be announced during the first class meeting and must be explicitly stated in the course syllabus. For an online or hybrid course, the first class meeting is the first day of the semester or session or as defined for that course.

Students are expected to attend the first class meeting or, for an online or hybrid course, log in to the course utilizing the specified course management system (e.g. Blackboard) by the first class meeting. Should a student fail to do so without offering his/her instructor an explanation with 48 hours, the instructor may drop the student from the course. It remains the student's to verify course drops.

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, religious observance, 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 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.

Refund Policy

Note: the above information pertains to the academic consequences of withdrawal. For financial implications see the sections “Refund Policy” and “Federal Title IV Withdrawals” on page 21.

Academic Forgiveness Policy

For Full-time and Part-time Undergraduate Students

The intent of this policy is to allow readmitted students who previously accrued a record with a substantial number of grades below 2.0 to be “forgiven” for their earlier performance, if they meet the stated criteria.

Academic Forgiveness in this context means that the student’s previous college work shall be treated as if it had been transferred to SUNY Potsdam from another college: none of the grades received would be counted in the current GPA, but the student would receive credit for any courses in which he/she earned a 1.0 or above grade (or S, S*, or Cr). Courses for which credit was received could be used to fulfill General Education requirements, but could not count towards a major or minor unless passed with a 2.0 or higher grade, at the discretion of the chair of the department.

The criteria for being granted Academic Forgiveness and the stipulations of the policy follow:

1. The student must have not taken any coursework at SUNY Potsdam for a minimum of four calendar years at the time of readmission.
2. The student must not have attempted more than four full-time semesters or 48 hours of credit at SUNY Potsdam previous to readmission. If Academic Forgiveness is granted, all previous work will be treated as transfer work; the student cannot choose to retain the grades from a particular semester.
3. The student is not eligible to apply for Academic Forgiveness until he/she has completed one full-time semester or 12 hours of credit as a readmitted student; in this first full-time semester or 12 hours of credit, the student must have completed every course with a minimum 2.0 grade, and have received a minimum cumulative GPA of 3.0 for this work.
4. To be considered under this policy, the student must file a petition for Academic Forgiveness in the office of the Provost of the College within one semester of completion of the above requirements, and the petition must be approved by the Provost of the College (or designee).
5. If approved for Academic Forgiveness, a notation to this effect will be made on the student’s SUNY Potsdam transcript, and a new cumulative GPA will be calculated for all work beginning with the semester of readmission. This new GPA will be printed on the official transcript, and used for computing the student’s academic standing, and for meeting the minimum 2.0 GPA requirement for graduation. However, the previous SUNY Potsdam work will continue to be listed on the transcript with the original grades received.
6. Once Academic Forgiveness has been granted, the student will be eligible for Graduation with Honors based on the same criteria as those applied to transfer students.
7. Academic Forgiveness may be granted only once in a student’s college career.
8. The Provost of the College (or designee) may consider exceptions to any of the above requirements.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. Applicants or students may also waive their rights to inspect confidential letters or statements of recommendation.

College officials may not disclose personally identifiable information about a student nor permit inspection of their records without the student’s written permission unless such action is covered by certain exceptions permitted by FERPA. Under the provisions of the Act, a college may disclose information about a student if it has designated that information as “Directory Information.” SUNY Potsdam has designated the following as Directory Information: student’s name, date and place of birth, address, telephone number, e-mail address, previous institution(s) attended, dates of attendance, enrollment status (full/part time), class standing, major field of study, academic honors or awards received, past and present participation in officially recognized sports or activities, physical factors (height, weight of athletes), and degrees conferred (including dates).

In accordance with FERPA, the student’s consent is not required when a College official has a legitimate educational interest in the student’s educational record; that is, if the official needs to review this information in order to fulfill his/her professional responsibility. However, this does not constitute authorization to share that information with a third party without the student’s written consent. A “college official” is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Police and Student Health); a person or company with whom the College has contracted (such as an attorney, auditor or accrediting agent); a person serving on the College Council; or a student serving on an official committee, or assisting another College official in performing his or her tasks.

A former or currently enrolled student may request that directory information not be published in the printed or web version of the Campus Directory 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. Requests must be filed before September 1 in order to be excluded from the Campus Directory printed for the upcoming academic year. Privacy requests are valid until rescinded by the student.

Please consider very carefully the consequences of any decision to withhold Directory Information. All requests for such information from outside the College will be refused. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.

FERPA Rights and Procedures

FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the College receives a request for access.

Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect and the student will be notified of the time and place where the records may be inspected. If the records are not maintained in the office of the College Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

Students have the right to request an amendment to the educational records that are believed to be inaccurate. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SUNY Potsdam to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

GRADUATE PROGRAMS

SUNY Potsdam is one of 12 University Colleges in the SUNY system offering graduate degree programs of study. Please refer to the *Graduate Catalog* for admissions deadlines. The three schools making up SUNY Potsdam offer the following programs:

School of Arts and Sciences

The School of Arts and Sciences offers two Master of Arts programs: English and Communication, and Mathematics.

The M.A. in English and Communication prepares students for teaching or professional careers. Applicants should have the equivalent of an undergraduate major in English. They must submit three letters of recommendation (including at least two from undergraduate professors of English) and official transcripts of all college-level courses. A minimum GPA of 3.0 in the most recent 60 semester hours of undergraduate study is required.

The M.A. in Mathematics is designed to develop students' abilities to work independently and to enable them to obtain a basic knowledge of algebra, real and complex variables and topology. The program prepares students for both postgraduate study and careers in the field of mathematics. Admission requirements include a baccalaureate degree from an accredited college, three letters of recommendation (two of which must be from members of the mathematics department from whom the applicant has taken courses) and a minimum GPA of 3.0 in all undergraduate coursework in mathematics.

There is also a mathematics honors program, which allows students to achieve a combined B.A./M.A. within a four-year time period. Students enter this program on the recommendation of the mathematics faculty.

School of Education and Professional Studies

Two master's degree programs are offered in the School of Education and Professional Studies for students who have completed a baccalaureate degree: a Master of Science in Education and a Master of Science in Teaching.

The M.S. in Education leads to professional teacher certification at the early childhood, childhood and adolescence/secondary level (English, mathematics, or social studies). M.S. in Education programs leading to initial certification are also available in literacy, special education, and information and communications technology.

The M.S.T. degree offers a graduate program leading to initial teacher certification in childhood or adolescence education to students with liberal arts backgrounds, but who have no undergraduate teacher education coursework or experience.

Graduates of the master's degree programs are also required to complete three years of successful teaching experience at an appropriate grade level to be eligible for professional certification.

The Crane School of Music

The Crane School of Music offers programs leading to the Master of Music in music education, performance and composition. These programs are designed to meet students' interests, needs and requirements within a framework that provides opportunities to pursue a balance of academic and professionally oriented courses.

Graduate Catalog

To obtain a *Graduate Catalog*, contact the Office of Graduate Studies, SUNY Potsdam, 44 Pierrepoint Avenue, Potsdam, New York 13676; toll-free (800) 458-1142 or dial direct (315) 267-2165. Web: www.potsdam.edu/catalog.

Extension Programs

SUNY Potsdam offers a variety of undergraduate and graduate degree programs and courses at off-campus locations throughout the North Country, including an Extension Center on the campus of Jefferson Community College in Watertown.

For information regarding extension programs and courses, contact the Office of Extended Education, toll-free (800) 458-1142 or dial direct, (315) 267-2166 or go to www.potsdam.edu/extended. The Office is located in Raymond Hall, Room 206.