ADMISSIONS, ENROLLMENT AND ACADEMIC POLICIES

The following Admissions, Enrollment and Academic Policies are accurate and current at the time by which this catalog was produced. Any changes, (deletions, additions, etc.) will be presented in digital format on the College website and shall act as the most up-to-date version of the catalog in between its bi-annual production schedule.

Responsibility of the Graduate Program

The supervision and conduct of graduate education is the responsibility of the Center for Graduate Studies. The overall administration of the program is delegated to the Director of the Center for 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.

Admissions Policies

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 reviewed holistically, using criteria such as grade point average, personal statement and letters of recommendation.

For most programs, 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. See Additional Admission Information in this section for information on deadlines.

General Graduate Admission Requirements

1. Evidence of an earned baccalaureate degree from an accredited college or university (or anticipated prior to the intended enrollment). If anticipated, an official transcript showing conferral of said degree must be submitted by the end of the fourth week of classes. Failure to do so may result in dis-enrollment from the program (see proof of Bachelor’s Policy on page 12).

2. A minimum undergraduate grade point average as indicated within each specific program of study – refer to the individual programs.

3. Completion of the following application materials:
   a) Submission of the Graduate Application; Submission of a non-refundable $50 (U.S. funds) application processing fee (current SUNY Potsdam students, faculty/staff, alumni, and U.S. military personnel and their families are exempt from this fee).
   b) Submission of a typed Letter of Intent written by the applicant expressing the applicants' personal/professional goals as it relates to program pursuit, with attention to any specific program guidelines. The Letter of Intent should be a minimum of one full page and a maximum of three pages typed. The letter should address the following:
      i) What is your motivation for applying to a graduate program
      ii) How does your degree program relate to your long-term career or professional objectives, and specifically how the program at Potsdam will assist you in achieving the goals you have described.
   c) Submission of official transcripts from all colleges and universities attended, even if a degree was not earned. Official transcripts are requested by the student and are forwarded directly from the Registrar’s Office of the institution to the Center for 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. Unofficial transcripts may be submitted for the purpose of evaluation and rendering of an admissions decision. Students must submit original transcripts in the timeframe indicated on their confirmation of enrollment.
   d) Professional letters of recommendation. Two or three are required depending on program of study. See each program for specific requirements.
   e) Current Resume
   f) GRE Exam: Required only for teacher preparation programs that lead to initial certification (MST Childhood...
and Adolescent programs only). Consult the website and the Center for Graduate Studies for minimum score requirements. All other graduate programs do not require an exam. More information on the GRE exam can be found by visiting gre.org. SUNY Potsdam’s code for sending score reports is 2545. Note: Dual certificate (initial and professional) candidates will be required to submit official scores. Check with programs for specific requirements.

Additional Admission Information
Specific programs may require additional materials. Refer to the subsequent pages of the catalog or online at potsdam.edu/admissions/graduate.

International Student Admission Requirements

English Language Proficiency
Our programs require students to engage in group discussions, class participation, and oral presentations. In order to be successful in our programs, students must possess a high proficiency in written and oral English. As such, applicants are required to submit on of the following test scores as demonstration of their English language proficiency. All applicants must request the testing center to send a current official score report to the Center for Graduate Studies. Applicants may also upload a copy of their unofficial score to their application to assist in matching scores and providing initial admissions decisions. Below are the current language exams we will accept and minimum score requirements:

1. Test of English as a Foreign Language (TOEFL): An overall score of 79 or higher is required on the Internet-based (iBT) exam. Older formats such as computer-based and paper-based equivalencies are 213 and 550 respectively. Visit https://www.ets.org/toefl for additional information on this exam. SUNY Potsdam’s institutional code for score reports is 2545.

2. International English Language Testing System (IELTS): An overall score of 6.0 or higher with no less than 5.5 in any subsection. Visit ielts.org for additional information on this exam.

3. Cambridge English Exams (CEA/CEP): Two specific tests will be accepted (Cambridge English: Advanced or the Cambridge English: Proficiency). Minimum score requirement on either exam is 169. Visit cambridgeenglish.org for additional information on this exam.

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

Equivalency to a U.S. Bachelor’s
Applicants who studied at colleges and universities outside the U.S. should have a degree or diploma that is the equivalent of a U.S. bachelor’s degree or higher. International credentials are assessed in terms of the educational pattern of the country, the type of institution attended, and the level of study completed before the expected date of enrollment at Potsdam. In general, the degree should represent a minimum of four years of college-level study, which follows at least 12 years of schooling at the elementary and secondary level.

You may also submit a credential evaluation report to verify that your degree is equivalent to a U.S. bachelor’s degree (Credential evaluations are accepted by any organization that is recognized by the National Association of Credential Evaluation Services (NACES). Additional information may be found at naces.org). Additional general guidelines for equivalents to a U.S. bachelor’s degree can be found online in admissions webpages.

Application Submission Deadlines

Admissions for most graduate programs operate on a rolling basis as space is available after the following deadlines. Specific deadlines for some programs are listed below:

Crane School of Music Applicants
Enrollment entry is primarily in the summer or fall terms. The admission application and graduate assistantship applications must be submitted together by March 2 for students wishing to be considered for Graduate Assistantships or Scholarships in Music. For other students, application deadlines are:

Fall – May 1  Summer – May 1  Spring – Nov 15

For more information go to potsdam.edu/crane and click on Prospective Students (Graduate).

Admission Review Process

The overall admission process is structured as follows: once a candidate has submitted all of the required application materials, the Center for 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 back to the Center for Graduate Studies.

Appeals of Graduate Admission Decisions

School of Arts and Sciences or School of Education and Professional Studies
Applicants to programs in the School of Arts and Sciences or 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 Associate Dean of the Crane School of Music 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. Exceptions will be allowed only for unusual or extenuating circumstances.
For all other programs, applicants should contact the Center for Graduate Studies.

**Graduate Admission Classifications**

**Degree Seeking Students**
Matriculated students have completed the Graduate application and have had their credentials reviewed by the Center for Graduate Studies and the appropriate academic area. The student has been accepted as a degree candidate in a particular curriculum, and has indicated their intent to enroll. Candidates are considered matriculated until they graduate or are dismissed.
Matriculated students will be granted one of two enrollment statuses:

1. Conditional Admission – Applicants must successfully meet all conditions to their admission to be granted full admission and the ability for their degree to be awarded. Granted to qualified applicants who do not yet meet certain admission requirements; e.g., undergraduate content-core.
2. Full Admission – Granted to applicants who have satisfied all admission requirements.

**Non-degree Seeking Students**

Students who have an interest in graduate study but who have not yet applied for admission into a master’s degree program may with approval 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. In some cases, a student may be approved for additional coursework as a non-matriculated student by special permission of the Dean and by signing the Lifelong Learning Agreement. However, only six (6) credits may be transferred into a degree program upon approval.

Non-matriculated admission requirements:

1. Meet the minimum grade point average for admission to graduate study.
2. Submit an official undergraduate transcript confirming the receipt/conferral of a bachelor’s degree; (or anticipated prior to the intended enrollment)
3. Submit the Non-Matriculated Graduate Student Application

**Deferred Admission**

Students admitted to the College 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. Students who wish to defer must also submit a tuition deposit to hold their spot in the future term. After one year has passed, applicants will be required to submit a new application.

**Proof of Bachelor’s Policy**

All graduate students granted conditional admission with the outstanding requirement of providing proof of a conferred bachelor’s degree (or U.S. Equivalent) will have up to the end of the fourth week of class to furnish an official transcript conferring said degree. Failure to do so will result in dis-enrollment from the college in the form of a withdrawal (this withdrawal will also follow the college’s financial liability schedule). This does not prohibit the student from applying for re-admission in future terms once proof can be met. In some cases, a letter from the student’s undergraduate registrar may serve as a temporary document should the conferral policies of the college overlap with admission and enrollment at SUNY Potsdam. Students pursuing financial aid will be required to provide proof of undergraduate degree before aid could be certified and disbursed. Additionally, all required documentation must be submitted and reviewed prior to or during the academic year (summer, fall, spring) for which it is intended; aid cannot be process retroactively for a previous aid year.

**Enrollment Policies**

Students who have been admitted for graduate study will want to carefully review and consider the following enrollment policies. Exceptions to Enrollment policies are made for summer only and special programs.

**International Student Enrollment Policies and Guidelines**

Generally, international students who wish to study in the U.S. have a valid F-1 visa that allows them to legally enter, live, and study in the U.S. (Canadian citizens are not required to have an F-1 visa in their passport to enter the United States to study; however, Canadians are required to have a valid passport, Form I-20, and supporting documentation.) International students, including Canadians, who have been admitted to SUNY Potsdam must provide original and official financial documentation proving they and/or their families have sufficient financial resources to cover their educational expenses including living and personal expenses. The Form I-20 is normally issued during the admission process and is required to complete the visa process. For more information about F-1 status and visa, please contact staff in International Education & Programs, international@potsdam.edu, 315-267-2507.

International graduate students, including Canadians, are required by F-1 U.S. immigration regulations to ‘maintain status’. By signing the Form I-20, an F-1 status student is indicating s/he has read and understands the terms and conditions of F-1 status. Students must pursue a full course of study each semester; international graduate students must be registered for a minimum of 9 credits at all times throughout the semester.
F-1 status students must follow both immigration and campus policies and procedures to transfer schools or change programs of study, change educational levels, and extend or shorten their program. In addition, international F-1 status students must abide by grace period rules, report a change of address in a timely manner, and receive proper authorization before engaging in any type of internship, practicum, placement, or other paid or unpaid employment activity off-campus. It is the responsibility of every international student to know and understand the F-1 immigration regulations in order to maintain legal status, and staff in the International Education & Programs office are available to educate, inform, and assist international students with immigration questions and concerns. International Education & Programs staff, are also available to assist students with cultural and academic transitioning related to living and studying in the U.S. For more information and assistance, please contact staff in International Education & Programs, international@potsdam.edu, 315-267-2507.

Academic Performance of Graduate Students

Graduate students are personally responsible for familiarizing themselves with the requirements of admission, registration, matriculation, and the application for their degree. They are also expected to become familiar with academic regulations regarding effective standards of communication, maintain academic integrity in the submission of their work, and show evidence of the ability to use 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 for Teachers students are expected to read, and agree to follow policies in the Guide to Student Teaching: potsdam.edu/academics/SOEPS/fieldexperiences/resources.cfm.

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 and onboarding 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. **Advisement forms must be completed and submitted to the Center for Graduate Studies by the end of the first week of classes. Failure to submit this form will result in registration holds for future semesters.** 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. The Advisement forms are also utilized in the degree audit process. To make the most of the advisement process, it is strongly recommended that students contact their adviser as soon as possible after assignments have been made. Due to limited availability of advisers during the summer, it is strongly recommended that students attempt to meet with advisers during the academic year.

Candidates will only be considered fully matriculated after the Approval Program of Studies form has been completed with the student's adviser and filed with the Center for Graduate Studies.

Course Substitutions

There are multiple instances whereby a specific course may be substituted or waived based upon a student's prior academic or work experiences. Each instance is outlined below. In all instances, a course substitution form must be completed (can be obtained by visiting the Center for Graduate Studies or by going online at potsdam.edu/graduate) with proper documentation and approvals of the substitution being sought.

1. Potsdam to Potsdam course substitutions: A program course requirement is being substituted with another existing Potsdam course or independent study. This substitution scenario also includes a designation of what requirement of a program will be met with completion of a specific course if it is not predetermined.

2. Program course requirement waiver: A program course requirement is waived based upon prior academic or professional experiences. Note that in this instance, another course must substitute this waiver so that total required program hours may be met.

3. Transfer courses (external coursework): Approved credit hours completed at other institutions may be used to satisfy degree requirements within the following restrictions.

<table>
<thead>
<tr>
<th>Maximum Transfer Credits</th>
<th>Program Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>33 + credit hours</td>
</tr>
<tr>
<td>6</td>
<td>30 credit hours</td>
</tr>
<tr>
<td>3</td>
<td>12 - 18 credit hours (typically a Certificate of Advanced Study)</td>
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</tbody>
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Credits transferred from another institution are accepted at the discretion of the department granting the degree and 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. Students must contact the Center for Graduate Studies to begin transfer requests.

Matriculated students planning to enroll in transfer courses at another institution must obtain prior approval for such courses from their adviser. Evaluation and approval must be requested in advance of registration for the course. A catalog description for each course must 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 Center for Graduate Studies. This policy applies whether or not courses have been used to satisfy another graduate degree from SUNY Potsdam or elsewhere. Courses taken to complete a previous master's degree at SUNY Potsdam, will be treated as transfer courses in accordance with this policy.
Auditing Courses

Regularly enrolled students or other members of the community 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. To be approved to audit a course, a student must formally apply. Applications may be obtained in the Center for Graduate Studies.

Graduate Studies students auditing courses 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.

Independent Studies (Tutorials)

In some cases, students may complete an independent study in lieu of registering for a specific course with a faculty member. Courses taught in this fashion may not be identical to a regular class being offered in the same term. Completing an independent study may satisfy or substitute a specific program requirement. Faculty members must agree to conduct an independent study first before proceeding to the following steps:

1. Students must complete, with the faculty member, a “Proposal for Banner Tutorial” form (Can be picked up in the Center for Graduate Studies or online at potsdam.edu/graduate). A signed copy must be submitted to CGS with each component of the form completed.

2. A course substitution form must also be completed and submitted with the form in step 1. This must be completed with the student’s academic adviser (Form can be located in the same fashion). The form must include specific justification for completion of the independent study.

3. CGS and the sponsoring faculty member will complete the appropriate form to create the course and register the student after all approvals have been met.

Student Teaching Eligibility

Students must complete all prerequisites content core requirement(s) and program coursework 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 core content coursework.

Candidates must also fulfill the equivalent of two clock hours of instruction in the Recognition and Identification of Child Abuse, six clock hours of training in harassment, bullying, cyberbullying, and discrimination in schools: prevention and intervention, two clock hours of School Violence Intervention and Prevention training, drug abuse prevention, child abduction, and fire safety and arson prevention by completing HLTH 230/530 School Health (CA, SAVE, DASA).

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. Extension requests may be formally completed by contacting the Center for Graduate Studies.

Policy on Awarding Credits Toward Multiple Graduate Degrees

Regarding the awarding of credits toward multiple degrees and/or programs, the Graduate Affairs Committee proposes the following restrictions:

1. In dual degree programs – multiple degrees and/or programs in the same or closely related field(s) in which specific coursework makes up an integral part of both degrees and/or programs – some coursework may satisfy the credit requirements of both programs.

2. In no instance shall credit for a single course satisfy the requirements of more than two degrees and/or programs.

3. In order to earn two or more distinct master degrees, the student must satisfy all credit requirements for both degrees and/or programs. Course satisfying degree requirements for two degrees and/or programs will follow the College’s transfer policy for graduate degrees (see page 13 of the Graduate catalog). As such:

   • If two degrees and/or programs require 30 credits each, then a maximum of 6 credits may satisfy the requirements of both degrees and/or programs.
   
   • If two degrees and/or programs require 33 or more credits each, then a maximum of 9 credits may satisfy the requirements of both degrees and/or programs.
   
   • In the case of two degrees and/or programs with different credit requirements, the total number of credits of coursework that may satisfy the requirements of both degrees and/or programs will be restricted to the allowable credits of the program with the lower total credits required (i.e., if a student pursues a 30-credit program and a 33-credit program, a maximum of 6 credits may be used to satisfy the requirements of both degrees and/or programs).

Admissions and Academic Progress

1. An applicant to a dual degree program must be admitted to each degree program individually and identify intentions to pursue a dual degree path so that, upon admission, appropriate advisement and academic planning can take place.
2. An applicant to a dual degree program who is admitted to one program but not to the other has the option of entering the program that offered admission to earn a single degree.

3. The applicant to the dual degree program will submit on application fee and, upon acceptance, one tuition deposit.

4. A student currently enrolled in the first year of one participating program in a dual degree program may apply for admission to the dual degree program. Admission is not open to students who have already completed one of the degrees.

5. The grade point average in each program of a dual degree program will be completed separately, and a student must meet the minimum standard in each program to continue in the dual degree program.

6. Each student enrolled in a dual degree program will be assigned an academic adviser for each degree. Each adviser will facilitate the completion of a program of study form for that program.

Insurance and Health Requirements

Graduate students are eligible to use Student Health Services (SHS), but are also required to comply with the following health requirements. Please read this entire section carefully. The information it contains is complex, specific, and applies to every student at SUNY Potsdam.

All domestic, matriculated, graduate students taking 12 or more credit hours are required to have health insurance coverage. Students without health insurance are encouraged to explore all available options to get coverage. Those who remain without health insurance when the semester starts are required to purchase the SUNY Potsdam Insurance Plan (SPIP). Students who have health insurance should submit an online waiver to remove the SPIP premium from their bill. Waivers must be submitted each semester, by the first Friday of the semester.

For more information on this requirement, how to submit a waiver, the premium amount, coverage details, and how to enroll in the SPIP, go to: potsdam.edu/studentlife/healthservices/insuranceplan.cfm

All SUNY Potsdam students, including graduate students, are required to submit medical information to Student Health Services. This requirement applies to every new, transfer, and readmitted student, without regard to the number of credit hours being taken. The information you send is kept in a confidential medical chart, is only available to the staff of Student Health Services, and is due when you send your deposit to SUNY Potsdam. Failure to complete the health requirements may lead to your disenrollment as a student.

There are two steps to take to satisfy the health requirements:

**STEP 1:** Mail or fax proof of immunization of Measles, Mumps, and Rubella to:

Student Health Services
44 Pierrepont Avenue
SUNY Potsdam
Potsdam, NY 13676
Fax: 315-267-3260

**STEP 2:** Complete the following online forms:*  
- Medical Information Form
- Meningitis Response Form
- Tuberculosis Questionnaire

*The forms must be completed using a PC computer, not an Apple product or mobile phone.

Detailed information, including who is exempt from these regulations, what constitutes “proof” of immunization, and instructions on how to complete the online health forms is available on the “Health Requirements for Attending” page of the Student Health Services website: potsdam.edu/studentlife/healthservices/requirements/index.cfm.

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)

( minimum grade that may be applied to a graduate degree; see Note 2 below)

- 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, graduate students must have a final GPA of 3.0 or higher to be eligible for graduation from a degree program (see page 17, Graduate Grade Requirements).

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 Center for Graduate Studies 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.

**Incomplete**

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 submitted and the professor has approved an “Incomplete Request Form” available at the Center for Graduate Studies.
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, or “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.

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.

The conditions for changing an “In Progress” to a final grade must be met by the end of the second semester (or equivalent in the academic program) following issuance of the grade. An extension may be granted on a case-by-case basis by the issuing faculty member. An “In Progress” not completed by the appropriate time will automatically be converted to 0.0, U, or U*, depending on the student’s choice of grading option or the designation of the course at the time of the original registration.

**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 tenth 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 3.0 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.

**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 dean of the appropriate school.

**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.

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 two grades of less than 3.0 must meet with their adviser and the Director of the Center for Graduate Studies to review their program of study.

**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.

**Early Alert System**

At the end of the sixth week of each semester, SUNY Potsdam contacts class instructors regarding the achievement of students. Instructors are requested to complete an Early Alert for any graduate student with a course grade of 3.0 or below at that time. On the Early Alert roster, instructors may record the student's grade, make the suggestions for academic improvement, and/or make additional comments if desired. This information is then reported to students and their advisers through BearPAWS.

**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 Center for Graduate Studies (or the Crane Dean's office for Crane students). Late drops are permitted only under emergency circumstances. Students may add a course late only with the instructor's signature.

**Procedures for Formal Withdrawal or Academic Leave**

Matriculated graduate students who decide to interrupt or terminate their studies at SUNY Potsdam because of a personal or family emergency, to pursue a different curriculum at another university, or other appropriate reasons should contact the Center for Graduate Studies to obtain a Graduate Academic Leave/Withdrawal request form.

**Difference Between Leaves and Withdrawals**

An Academic Leave of Absence should be selected if you expect to return to SUNY Potsdam within a year's time. You will need to indicate the semester you plan to return. Before returning, contact the Center for Graduate Studies, graduate@potsdam.edu or (315) 267-2165, to obtain a Graduate Reinstatement Application and return the completed application by July 15 for the Fall semester, December 15 for the Spring semester, and May 1st for the Summer semester. Failure to request an academic leave will result in a fee of $100 during the reinstatement process.

A Program Withdrawal should be selected if you are not planning to return to SUNY Potsdam or if you are uncertain about your future plans. If you later decide to return to the College, you should contact the Center for Graduate Studies to obtain a Graduate Reinstatement Application.

Course Withdraws indicates intention to remain matriculated as a student, with an intention to leave a class for a specific semester (see Course Withdraws below).

**Academic Leave of Absence**

Students must apply to the Center for Graduate Studies for either a one or two semester academic leave (semesters identified as consecutive semesters as appropriate for each program of study). If a student does not obtain permission for an academic leave, he/she will be deemed inactive at the end of one non-enrolled semester and will be required to apply for reinstatement with no guarantee that he/she will be accepted back into the program. In addition, a reinstatement fee in the amount of $100 will be collected in lieu of a submission of a formal leave of absence request.

Students taking an academic leave or withdrawing without completing the necessary process may encounter unexpected complications or difficulties with their enrollment and financial status. In addition to completing a request, ALL students must contact the Office of Student Accounts and the Financial Aid Office before leaving the College to check on the status of their accounts. Unresolved bills may result in serious consequences such as the delinquent account being sent to the State Attorney General's Office for collection.

International students must consult with the Office of International Education & Programs before withdrawing or choosing a leave of absence.
Course Withdraws

Course Withdraw
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 tenth week of classes in the current semester (see Special Sessions website for deadlines for winterim/summer coursework). In such cases, a “W” is noted on the permanent record. For full-time students, dropping below 12 semester hours due to withdraw may have an effect on financial aid eligibility.

Program Withdraw
Students who are not planning to return to SUNY Potsdam or are uncertain about future plans and wish to leave their degree program as a matriculated student will select this option.

Emergency Withdrawal
If you are forced to leave the College during a semester due to reasons beyond your control, such as a severe medical or emotional condition or a serious family emergency, and you can provide clear and complete documentation of the situation from a qualified professional (such as a doctor or psychological counselor), you may apply to Graduate Studies for Emergency Withdrawal grades (W’s) regardless of your last day of attendance. To apply, you need to complete the Graduate Emergency Withdrawal Application, specifying your emergency circumstances and supplying written documentation to support your request. If you receive W’s for all of your courses, your academic standing will be carried forward from the previous semester. In addition, W’s will not count towards the 9 credit hour withdrawal maximum. However, receiving W’s does not absolve you of financial liability to the College. All students must contact the Office of Student Accounts and the Financial Aid Office before leaving the College to check on the status of their accounts. Unresolved bills may result in serious consequences such as the delinquent account being sent to the State Attorney General’s Office for collection.

Military Withdraw
Withdraw 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.

How Leaves or Withdrawals Can Affect Grades and Academic Standing
If you leave the College during a semester but the last day you attend class is before the last day to Add/Drop (the fifth working day after the first class begins), your classes will be dropped and not appear on your official transcript. If the last day you attend class is after the last day to drop but before the last day to withdraw (the end of the eighth week of classes), your grades will be reported as W’s (withdrawals), and your academic standing will be carried forward from the previous semester. Note that this will count against the 9 credits of coursework you can choose to withdraw from while actively enrolled at SUNY Potsdam. If the last day you attend classes is after the last day to withdraw in that semester, you will receive a grade your instructors report for you (most likely 0.0’s if you have not been regularly attending your classes). After the last day to withdraw, a Leave of Absence or Withdrawal will not be processed until after grades are entered at the end of the semester. Academically dismissed students are not eligible for a leave of absence or withdrawal from the College. Requesting a leave of absence or withdraw does not interrupt the time to degree completion timeframe (see timeframe completion guidelines).

Reinstatement to the College
Any student who leaves the College and wishes to return must file the Graduate Reinstatement Application through the Center for Graduate Studies. International students must also contact International Education & Programs.
Upon approval, the student is responsible for contacting his/her academic adviser for advisement prior to registration. All College holds must be cleared before the student will be eligible to register. Students who complete coursework at another college are required to have official transcripts sent to the Center for Graduate Studies at SUNY Potsdam, and all policies pertaining to transfer coursework will be adhered to.

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.
As of the Summer 2012 academic term, 9 semester hours constitutes full-time enrollment status for loan repayment, insurance policies, veteran’s benefits and other common enrollment verification purposes. (see Financial Aid packaging rules on page 77).
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 or Graduate Advantage Positions must be registered for at least nine (9) credits but no more than 15 credits (see Graduate Assistance Policies on page 81).

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 Center for Graduate Studies) with the signature of the student’s adviser and the Dean of Graduate Studies. Students must state their reasons for the overload request.
The maximum overload for graduate students is typically 18 credit hours. Students requesting an overload must have a minimum grade point average of 3.0 in their graduate studies or a minimum grade point average of 3.5 in the last 60 hours of their undergraduate study, if the request is during 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 Director of the Center for Graduate Studies.

**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 complete an application to Graduate Studies. 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).

**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 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: northwestern.edu/uacc/uniprin.html, and The Rice University Honor Council http://honor.rice.edu.

**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.
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 providing the service
   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 concerned
   c. Provost (or designee)
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 (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 page 26.

**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 email 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:

§224-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
within the specific degree program that summer is an available year. Students seeking first time enrollment should confirm all course offerings will be posted no later than March 1 of each degree requirements. Online course offerings are also available. During the summer or who are in the midst of completing their courses typically begin at the end of May, conclude early in August, and include two six-week sessions and four three-week courses. 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 Center for Graduate Studies or the Office of Extended Education.

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, email 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

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. Online course offerings are also available. All course offerings will be posted no later than March 1 of each year. 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 of the School of Education. Summer Session course listings are published yearly and are available through 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 Center for Graduate Studies or the Office of Extended Education.
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 no directory information be 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. Confidentiality requests are valid until rescinded by the student.

Please consider very carefully the consequences of any decision to withhold all 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. Alternatively, students may request that they be excluded from just the Campus online directory at any time, through the “Personal Information” menu in BearPAWS, the web interface where students can view their academic records.

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

Policies and Procedures Related to Education Programs

Culminating Experience Requirement

Students admitted to Master of Science in Education (MSED) and Master of Science for Teachers (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 687 Teacher Assessment
- MSED Educational Technology Specialist: IT 659 Technology Product Development
- MSED Information and Communication Technology: IT 658 Needs Assessment
- 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 Center for Graduate Studies.

Center for School Partnerships and Teacher Certification

Pre-Student Teaching Field Experiences
Students planning to become teachers in the State of New York are required to have 100 hours of continuous pre-student teaching field experiences in public schools and other educational settings. To meet this requirement, the education programs have developed a variety of opportunities for candidates to complete field experience requirements. Every attempt is made to locate appropriate pre-student teaching field experience placements in the local area. All pre-student teaching field experience placements are secured by the Center for School Partnerships and Teacher Certification and not by the candidates themselves.

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. All teacher candidates must complete the New York State Education Department (NYSED) fingerprint clearance process prior to the start of any field experience.

Conduct unbecoming of a professional 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.

Guidelines and Regulations

Grade Point Requirements for Student Teaching
Students must complete all prerequisites and program-designated required courses before the student teaching semester. Candidates should also note that additional college courses may not be taken during student teaching. To be eligible to student teach or be recommended for a teaching certificate, teacher candidates need to meet specific program gate requirements throughout their program. It is the responsibility of the teacher candidate to be familiar with these gates. If unsure, teacher candidates need to contact their education adviser.

Please Note: These criteria are subject to change; candidates are responsible for being aware of the current requirements for program completion.

Student Teaching Placements
Candidates must complete a semester-long, College-supervised student teaching experience to be recommended for certification. The student teaching placement process is complex and involves P-12 partners, faculty, and the Center for School Partnerships and Teacher Certification. Placements are secured in identified counties/areas based upon the willingness of public schools to accept teacher candidates, making the best candidate/sponsor teacher match, the College’s commitment to serve the schools equally, candidates’ subject/certification area, and the availability of training College supervisors. The Center works diligently to place candidates as close to their residence as possible; however, the Center cannot guarantee candidates will be placed in their ranked preferences. Candidates may drive up to 45 miles from their residence. Candidates are not permitted to seek their own placements.

As part of the student teaching application and placement process, candidates will submit a photograph, answer moral character/criminal record questions and possibly be required to interview with the school district administration. The School of Education and Professional Studies Elementary Education reserves the right to dismiss any candidate determined to be unfit for the teaching profession at any time.

SUNY Urban Teacher Education Center (SUTEC)
The Center for School Partnerships and Teacher Certification at SUNY Potsdam works closely with the SUNY Urban Teacher Education Center (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 candidates 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 items relating to their student teaching, the housing application process, or future employment in the city schools.

Student Teaching Abroad Program
Student Teaching Abroad (STA) in Australia is coordinated through SUNY Potsdam’s Office of International Education, the Center for School Partnerships and Teacher Certification, Colin Balfour, Co-Director, and SUNY Cortland. Applications and further information is available online at [potsdam.edu/academics/SOEPS/education/fieldexp](http://potsdam.edu/academics/SOEPS/education/fieldexp).
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. Initial Certification requirements include completion of the following (Requirements are subject to change):
• a degree;
• HLTH 230/330 School Health (CA, SAVE and DASA);
• fingerprinting screening;
• successful completion of the teacher certification exams;
• successful completion of the Teacher Performance Assessment (edTPA); and
• apply and pay for applicable certificates

Additional information about the New York State Teacher Certification Exams can be found at nystce.nesinc.com.

Canadian Graduate Education Students
SUNY Potsdam, because of its location near the international border with Canada, offers Master of Science for Teachers (MST) degree programs specifically designed to enable Canadian and other 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 Initial Teacher Certification Procedures below for more information. Enhanced program requirements for teacher candidates seeking certification in Ontario are in place effective September 1, 2015. The Ontario College of Teachers (OCT) requires teacher candidates applying from international providers (such as SUNY Potsdam) to provide evidence of a program of no less than 60 credit hours. This may mean additional coursework beyond the MST program. In addition, coursework covering the content in the mandatory core elements required for the enhanced program will be made available at SUNY Potsdam during a student’s enrollment in their program.

SUNY Potsdam’s MST programs include a strong academic component, a 100-hour classroom observation/participation practicum and two 8-week student teaching placements. Note that these requirements already meet the practicum requirements of the enhanced certification program. Canadian candidates can return to Ontario for their practicum and student teaching. All practicum and student teaching placements in Ontario are arranged by the Center for School Partnerships and Teacher Certification in public, Catholic or private schools located in or near Belleville, Brockville, Cornwall, Kemptville, Kingston, Ottawa, Perth, or Smiths Falls.

Professional Teacher Certification Procedures
After completing three years of teaching experience (including one year of mentored teaching), taking and passing applicable certification exams, and completion of an approved masters program, teachers may then apply online through the TEACH System for Professional Certification. The Professional Certificate remains valid as long as 100 hours of professional development is obtained every five years from the date on the certificate.

Additional Certifications
Individuals who are interested in additional certifications or alternative certification should contact their regional BOCES certification office. Requests for verification of degree completion for out-of-state certification and any questions regarding this process should be made through the SUNY Potsdam Certification Officer at 315-267-3430.

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
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:

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 organization

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 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; setting out the reasons for the proposed action; and
   2. 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 email 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.

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.
Admissions, Enrollment and Academic Policies 

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 email 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.