

# POLICIES AND PROCEDURES

## Responsibility of the Graduate Program

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

## 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.

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

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

### *Academic Year Course Load Regulations*

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

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

### *Tuition Rates*

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

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

## Graduate Course Levels

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

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

600-level Courses designed specifically for offering at the graduate level.

Under certain conditions, seniors may enroll in graduate coursework for graduate credit (see Graduate Courses for Undergraduate Students).

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

## Graduate Courses for Undergraduate Students

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

Courses at the 600 level are limited to students seeking graduate credit only. Seniors wishing to enroll in courses for graduate credit must 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).

### Auditing Courses

Regularly enrolled students may audit courses on a space-available basis and the permission of the instructor. Auditors attend without credit or formal recognition. They are not enrolled or listed as registered for the course. To be approved to audit a course, a student must formally apply. Applications may be obtained in 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.

### Repeating Courses

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

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

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

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

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

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

*A numeric grade replacing a “U” grade:* If the new grade is 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.

## Grading Policies

### Graduate Grading System

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

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

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

Note 2: Although grades of 2.0 may be applied toward the degree, graduate students must have a final GPA of 3.0 or higher to be eligible for graduation from a degree program (see page 11).

*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 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.

### **Incompletes**

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

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

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

“Incompletes” not completed by the appropriate time will automatically be converted to o.o, “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.

### **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.

## **Deadlines for Course Schedule Adjustments**

### **Add/Drop Period**

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

To add or drop a course after the stated Add/Drop period a student must obtain special permission from the Dean of Graduate Studies in Satterlee Hall 116 (or the Crane Dean’s office for Crane students) and pay a \$15 late fee. Late drops are permitted only under emergency circumstances. Students may add a course late only with the instructor’s signature and payment of a \$15 late fee.

### **Withdrawing from Courses**

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

Withdrawal for a documentable medical or other emergency may be requested through Graduate Studies, Satterlee Hall 116, at any time. An emergency withdrawal will be noted on the permanent record as “W\*” and will not be considered as part of the 9-hour maximum. Withdrawal due to a call to active military duty will be noted on the permanent record as “M\*” and will not count towards the 9-hour limit.

## **Academic Policies**

### **SUNY Potsdam Academic Honor Code**

#### **A. Academic Integrity**

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

The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the

SUNY Potsdam community the trust and freedom that honesty promotes.

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

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

### **B. Academic Honesty Pledge**

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

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

### **C. Basic Standards of Academic Integrity**

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

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

### **D. Procedures, Due Process and Student Rights**

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

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

### **Graduation with Honors**

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

### **Final Examination Policy**

1. A final examination is a comprehensive written test administered at the end of a course. It is designed to assess a student's knowledge of, and familiarity with all or a substantial part of the content and/or skills associated with a given course in a given semester.

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

### 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.

### Student Appeal Procedures

#### Purpose

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

#### Guidelines

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

#### Appeal Procedures

1. *Step One:* the grievance must be filed in writing with the first level in the appeals process (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 70.

#### **Course Syllabi Statement**

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

#### **Class Attendance**

Students are responsible for meeting all academic requirements of a course and following the attendance policy announced by individual instructors. This policy must be announced during the first class meeting and must be explicitly stated in the course syllabus.

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

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

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

1. The instructor may assess a penalty to a student's grade for any unexcused absence.

2. For excessive unexcused absences, the instructor may assign a grade of o.o 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 o.o; the student may apply for withdrawal or emergency withdrawal from the course.

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

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

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

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

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of his or her religious beliefs an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

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

**Policy and Procedure for Summer Sessions**

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

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

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

Summer Session course listings are published yearly and are available through the Office of 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 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, e-mail address, previous institution(s) attended, dates of attendance, enrollment status (full/part-time), class standing, major field of study, academic honors or awards received, past and present participation in officially recognized sports or activities, physical factors (height, weight of athletes), and degrees conferred (including dates).

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

A former or currently enrolled student may request that 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 Graduate Studies.

## Center for School Partnerships and Teacher Certification

Candidates pursuing initial teacher preparation programs in the state of New York are required to have 100 hours of pre-student teaching field experiences and student teaching (semester long) in public schools. Candidates must be aware that all field experience placements must be made by the Center for School Partnerships and Teacher Certification and not by the candidates themselves. The placement of candidates in all college-supervised experiences is at the discretion of the Center for School Partnerships and Teacher Certification. Placements are made according to students' subject areas, availability of College supervisors, the willingness of public schools to accept teacher candidates, and the College's commitment to serve public schools equally. Teacher candidates will need to provide their own transportation to all field experience placements.

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 candidates before allowing them into classrooms for field experiences. The screening process for field experiences may require employment history, personal and employment references, an interview, and testing. Every applicant for field experiences will be asked if he or she has a criminal record.

Conduct unbecoming to a prospective teacher, or reasonable belief that the candidate is unfit to be a teacher, may be grounds for dismissal from student teaching or an education program.

## Student Teaching Eligibility

MST candidates must complete a semester-long, college-supervised student teaching experience in order to be recommended for certification. MST students are advised that the student teaching experience is limited to certain counties in New York and Ontario. Due to limited placement possibilities, it is impossible to place every candidate in the community he or she desires. The College cannot guarantee a field experience placement at any location or in any semester, nor are any assurances given in regard to students' preferences for teaching placements. No self-placements are considered and no placements outside New York or Ontario are possible. Student teaching may be arranged in New York City and abroad through the Australia program.

Students must complete program-designated required courses before the student teaching semester. Candidates should also note that additional College courses may not be taken during student teaching and that employment is also

strongly discouraged. In order to enroll in student teaching or be recommended for a teaching certificate, candidates must attain a minimum of 3.0 grade-point average (GPA) in their MST coursework and at least a 2.0 in any prerequisite content courses.

### **Student Teaching in New York City**

The Center for School Partnerships and Teacher Certification at SUNY Potsdam works closely with the SUNY Urban Teacher Education Center (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 teacher candidates are welcome to contact or visit the SUTEC office in New York City to talk with the Director of SUTEC about the opportunities for student teaching in New York City and other issues relating to their student teaching, the housing application process, or future employment in the city schools.

### **Student Teaching Abroad Program**

Student teaching in Australia is a competitive program coordinated through SUNY Potsdam's Center for School Partnerships and Teacher Certification, the Office of International Education, and the Co-Director for the Student Teaching in Australia Program. Applications and further information for Student Teaching Abroad are available from the Center for School Partnerships and Teacher Certification.

### **Initial Teacher Certification Procedures**

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

Candidates should consult with the Center for School Partnerships and Teacher Certification for current information on the procedures for applying for certification. In addition to completing program requirements, applicants must pass the New York State Teacher Certification Examinations. Information on the New York State Teacher Certification Examinations can be found at [www.nystce.nesinc.com](http://www.nystce.nesinc.com). All persons applying for New York State teacher certification must submit their fingerprints for screening through the TEACH system.

Candidates must also fulfill the equivalent of two clock hours of instruction in the Recognition and Identification of Child Abuse, two clock hours of School Violence Intervention and Prevention training, drug abuse prevention, child abduction,

and fire safety and arson prevention by completing HLTH 230/530 School Health (CA, SAVE) or the equivalent prior to student teaching.

Ontario students who have completed the MST program and all New York State certification requirements earn New York State certification. Under a reciprocal agreement with the Ontario Ministry of Education and the Ontario College of Teachers, Ontario students can then apply to the Ontario College of Teachers for Ontario teaching certification.

### **Professional Teacher Certification Procedures**

After completing three years of teaching experience (including one year of mentored teaching), MST graduates may then apply online through the TEACH System for Professional Certification. The Professional Certificate is renewable every five years upon submission of evidence of completion of ongoing, lifelong learning according to NYSED requirements.

### **Additional Certification Procedures**

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 can be made through the Center for School Partnerships and Teacher Certification.

The process for certification is complex and has many facets. Contact the certification officer at 315-267-3450 for clarification on this process.

### **SUNY Potsdam Education Unit Fair Process Policy and Procedures**

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

#### **ARTICLE I: General Provisions**

##### **Section 1. Scope.**

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

##### **Section 2. Definitions.**

- A. Day. A "day" is a calendar day in a string of consecutive days (including weekend, holidays, and periods during which classes may not be meeting).
- B. Mailed. A letter is "mailed" when it is placed in a United States mailbox or is delivered to a United States Post Office or other commercial delivery service, such as Federal Express or United Parcel Service.
- C. Decision Maker. A "decision maker" is a SUNY Potsdam faculty member or professional staff member who participates in the decision concerning admission, retention, dismissal, graduation, or recommendation for state certification.
- D. Dean. Unless otherwise qualified, the term "Dean" as used in this policy to refer to actions involving teacher candidates refers to the Dean of the School of Education and

Professional Studies, or in cases involving music education candidates, the Dean of The Crane School of Music.

- E. Education Unit. The Education Unit is composed of all SUNY Potsdam departments offering programs that lead to teacher certification. The Education Unit is under the supervision of the Dean of the School of Education and Professional Studies, who works with the deans of the other schools to assure that the certification regulations of the state of New York are implemented in all degree programs leading to teacher certification.
- F. Terminate From a Program and Not Recommend for State Certification. The phrase “termination from a program” as used in this policy refers to and includes both the decision to “terminate a candidate from a program” and the decision to “not recommend a candidate for state certification”. It is possible for an individual to be terminated from an education program (and therefore not be recommended for a state certification), yet graduate from SUNY Potsdam with a major other than education.

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

- A. All SUNY Potsdam Education Unit programs prepare candidates to serve as professionals in roles of service to pupils and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, SUNY Potsdam education candidates come into direct contact with such vulnerable pupils and clients as part of their internships, practica, field experiences and clinical experiences. The SUNY Potsdam Education Unit has an obligation to protect those pupils and clients and cannot tolerate candidate behavior that exploits, endangers, compromises or threatens the welfare, safety or rights of those pupils or clients.
- B. In deciding whether to admit a candidate to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers not only the university’s admission and academic requirements but also the individual’s competencies and dispositions related to serving in the education profession, including but not limited to personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the individual is seeking training or certification.
  - i. General Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. The values set out in the university’s mission statement and written student policies;
    - b. The values set out in the mission statement of the SUNY Potsdam’s education programs; conceptual framework; and written candidate policies, procedures and professional competencies;
    - c. The mission, philosophy, and values of each program as set out in written candidate policies, procedures, and professional competencies;
    - d. For applicants and candidates in state-approved programs, the legal requirements and professional expectations as set out in the applicable laws and regulations governing state certification; and
    - e. The standards and guidelines adopted or recognized by the applicable professional organizations.
  - 2. Specific Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. Whether the individual has submitted a timely and complete application;
    - b. Whether the individual meets the admission criteria set out in the university’s catalog(s), and in the written admissions materials for the SUNY Potsdam Education Unit and its programs;
    - c. Whether the individual has maintained the required cumulative grade point average;
    - d. Whether the individual has received the minimum required grade as set out by the program for each course taken as part of the degree program; and
    - e. Whether the individual has met all the other program completion requirements for retention, graduation, or recommendation for state certification as set forth in the university’s catalog(s) and each program’s written candidate policies, procedures, and professional competencies;
  - 3. Professional Competencies and Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. The individual’s educational, work, and other life experiences related to the education profession;
    - b. The individual’s ability to communicate and work effectively with others, including individuals from different backgrounds, individuals with exceptional needs or limitations, individuals from different racial or ethnic populations, and individuals of both genders and different sexual orientations;
    - c. The individual’s moral character and fitness for the profession for which he or she is training, including but not limited to any felony conviction(s) that would bar state certification;
    - d. The individual’s behavior in light of appropriate professional and ethical standards; and
    - e. The individual’s general and specific knowledge, skills, and dispositions needed to successfully complete the particular program and to function effectively in the profession for which he or she is training, as set forth in each program’s written candidate policies, procedures, professional competencies and the SUNY Potsdam Conceptual Framework, as well as

the standards and guidelines adopted or recognized by the applicable professional organizations.

**Section 4. Disclaimer.**

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

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

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

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

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

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

**ARTICLE II: Termination from a Program by a Department**

**Section 7. Grounds for Termination from a Program.**

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

**Section 8. Candidate Withdrawal from a Program.**

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

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

- A. It is normal practice for a department chair, the department chair's designee, or other program decision maker to

informally consult with a candidate about a proposed decision to terminate that candidate from the program based on departmental policies, and departments will have practices/procedures specific to their programs for regularly reviewing and notifying candidates of their status with regard to program standards. At this point, the candidate may choose to withdraw from the program (see Section 8) and the matter will then be considered concluded.

- B. If a candidate chooses to continue in the program after informal notification, but before the department finalizes a decision to terminate a candidate, the department chair or designee will hand deliver or mail to the candidate a letter:
  1. notifying the candidate of the proposed action, including the effective date of that action;
  2. setting out the reasons for the proposed action; and
  3. providing the candidate 14 days after the hand-delivery or 16 days after it was postmarked to make a written request to meet with the department chair, and/or other appropriate decision-maker(s), to discuss the decision.

**Section 10. Department-Level Review Meeting.**

- A. If the candidate does not request a meeting with the department chair or designee, and/or other decision-makers if appropriate, within the timeframe set out in the notification of proposed action, the department chair or designee will hand-deliver or mail to the candidate a program termination decision letter (Section 11), which may be appealed through the Office of the Dean of the School of Education and Professional Studies, or in the case of music education candidates, the Office of the Dean of the Crane School of Music.
- B. If the candidate wishes to meet with the department chair or designee and/or other appropriate decision-maker(s), the candidate must make a written request for such a meeting within 14 days after the notification of proposed action was hand delivered or 16 days after it was postmarked. This written request for a meeting should be addressed to the department chair or designee and shall provide all of the information and explanations the candidate wants the department chair or designee and/or other appropriate decision-maker(s) to take into consideration in making the decision. This written request for a meeting must be signed and dated, and contain all the following information:
  1. A statement identifying the program decision that is being requested for review;
  2. A statement explaining why the candidate believes that the program decision should be changed;
  3. Any information that the candidate has to support the candidate's belief that the decision should be changed;
  4. The candidate's current address, telephone number, and e-mail address; and
  5. A signed statement giving the department chair or designee and/or other appropriate decision-maker(s) permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the review process is thereby concluded and the program decision stands.

- C. Within 14 days of receiving a written request from the candidate, the department chair will schedule a meeting between the candidate, the department chair or designee, and one or more of the decision-makers if appropriate. Whenever possible, the meeting should be held within 14 days of the date the candidate's request for review was received by the department chair.
1. This meeting will be conducted by the department chair or designee. The candidate should be given the opportunity to provide the decision-makers with information or explanations to provide a context for the candidate's performance, and the decision-makers may ask questions.
  2. Since all SUNY Potsdam Education programs are professional programs, candidates are expected to be personally present at the meeting, to speak on their own behalf, and to appropriately participate in the process of the meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., a SUNY Potsdam Education Unit faculty member, program classmate) who may observe but not actively participate in the meeting, except at the department chair's sole discretion. At least one day prior to the review meeting, the candidate shall inform the department chair of the name of the support person, if any.
  3. The duration of this meeting is at the sole discretion of the department chair or designee.

#### **Section 11. Program Decision Letter.**

- A. Whether or not the candidate chooses to meet with program decision-makers as described in Section 10, the program decision-makers will finalize the departmental decision. The department chair or designee will then hand-deliver or mail to the candidate a program decision letter notifying the candidate of the outcome. If the decision is to terminate the candidate from the program, the program termination decision letter will notify the candidate of the opportunity to have the department's decision reviewed through the Office of the Dean of the School of Education and Professional Studies or by the Dean of The Crane School of Music in the case of music education candidates.
- B. Once the department chair or designee has hand delivered or mailed to the candidate a program termination decision letter, the candidate will not be permitted to attend or register for classes or to participate in any SUNY Potsdam sponsored clinical program, practicum, student teaching experience, internship, or activity, except at the discretion of the department chair or designee.

### **ARTICLE III: Appeal of Departmental Program Termination Decisions**

#### **Section 12. Standard for Appealing a Program Termination Decision.**

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

reached a different decision given the performance of the candidate.

#### **Section 13. Candidate Request for Appeal Meeting.**

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

#### **Section 14. Candidate's Appeal Procedure.**

- A. The Office of the Dean of the appropriate school (i.e. School of Education and Professional Studies or The Crane School of Music) will schedule an appeal meeting between the candidate and the Dean. The Dean's Office will notify the candidate and the original decision-makers of the date, time, and place of the appeal meeting. Whenever possible, the appeal meeting should be held within 14 days of the date the candidate's request for review was received in the Dean's Office.
- B. If, without good cause as determined by the Dean, the candidate fails to appear for the appeal meeting, the candidate shall be deemed to have abandoned his or her appeal, and the original program decision shall stand.
- C. Since all SUNY Potsdam Education Unit programs are professional programs, candidates are expected to be personally present at the appeal meeting, to speak on their own behalf, and to appropriately participate in the process of the appeal meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., an Education Unit faculty member, a program classmate) who may observe but not actively participate in the appeal meeting, except at the Dean's sole discretion. At least one day prior to the appeal meeting, the candidate shall inform

- the Dean's Office of the name of the support person, if any.
- D. As a general rule, the following process will be followed at the appeal meeting:
1. No recording or verbatim record of the meeting is permitted.
  2. The Dean will provide the candidate with an opportunity to explain the candidate's reasons for requesting that the program's decision be changed. The Dean may then ask questions of the candidate. The Dean may conclude the meeting at any time after the candidate has been heard by the Dean.
  3. The duration of this meeting is at the sole discretion of the Dean.
- E. After the conclusion of the appeal meeting, the Dean will deliberate upon the request for review. Such deliberation, at the Dean's sole discretion, may include discussions with the candidate, the department chair, other decision-makers, or any others who have relevant information at times other than the appeal meeting.
- F. Upon review of relevant documents, the Dean may take any of the following actions:
1. Affirm the original decision to terminate the candidate from the program, and thus not recommend a candidate for state certification;
  2. Reverse the original decision to terminate the candidate from the program;
  3. Reverse the original decision to terminate the candidate from the program, which could be subject to the candidate meeting additional requirements; or
  4. Request additional information before deciding to affirm the original decision, reverse the original decision, or reverse the original decision which could be subject to the candidate meeting additional requirements.
- G. After reaching a decision, the Dean's Office will hand deliver or mail a letter setting out the decision of the Dean to the candidate and the department chair within 14 days of the review meeting whenever possible. If the Dean needs additional information, the timeline for notification of the decision may be extended at the discretion of the Dean.
- H. A candidate may request a meeting with the Dean after receiving the decision letter from the Dean. At the sole discretion of the Dean, the time, place, and duration of the meeting will be scheduled by the Dean's Office.
- I. The decision of the Dean is final and is not subject to further review or appeal within the applicable School.

