ACADEMIC POLICIES AND PROCEDURES

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 contracted (such as an attorney, auditor or accrediting agent); a person employed by SUNY System Administration; a person serving on the College Council; or a student serving on an official committee or assisting another College official in performing his/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 by 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

SUNY Potsdam Academic Honor Code

I. Academic Integrity

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

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

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

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

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

III. Basic Standards of Academic Integrity
Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

1. **Cheating:** using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one’s own name.

2. **Plagiarism:** presenting, as one’s own the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgement of the source. Issues of plagiarism apply to any type of work including, but not limited to, exams, papers, any writing or printed text, computer programs, web sites, art, music, photography or video.

3. **Fabrication:** falsifying or inventing any data, citation or information.
   a. **Citation:** any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.
   b. **Data:** presenting data that were not gathered in accordance with standard guidelines defining appropriate methods for data collecting; generating data and failing to include an accurate account of the method by altered or contrived manner in such a way as to be deliberately misleading.
   c. **Information:** providing false information in connection with any inquiry regarding academic dishonesty.

4. **Multiple submissions:** submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the materials being or has been submitted.

5. **Obtaining or providing an unfair advantage:**
   a. Gaining or providing access to examination materials prior to the time authorized by the instructor.
   b. Stealing, destroying, defacing or concealing library materials or other shared-use materials.
   c. Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s).
   d. Gaining or providing access to previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
   e. Intentionally obstructing or interfacing with another student's academic work.
   f. Assisting others in the violation of this Academic Honor Code.

6. **Falsification of records and official documents:** altering academic records, forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, attendance list or any other official College document.

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

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

Potsdam Information Technology Acceptable Use Policy
SUNY Potsdam has an Information Technology Acceptable Use Policy that all students, faculty and staff, as well as other authorized users must comply with. To view this policy in detail, go to www.potsdam.edu/cts/policiesforms/acceptableuse.cfm.

Academic Honors

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

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

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

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

Honor Societies
One of the highest academic achievements any student can attain is election to an honor society; it is a tangible, highly valued and widely recognized symbol of success. Potsdam students have the opportunity to gain such important recognition by the following honor societies:
Matriculated students have completed the SUNY Potsdam application form, paid an application fee, had credentials reviewed by the Admission Office, been accepted as degree candidates in a particular curriculum, registered for classes and attended them at least one day. Such students are considered to be matriculated until they graduate or are dismissed.

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

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

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

Class Standing
Matriculated students are classified according to the number of credit hours earned:
- Freshman 0-23 credit hours
- Sophomore 24-56 credit hours
- Junior 57-87 credit hours
- Senior 88+ credit hours

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

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

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

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

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

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

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

**College Credit Policies**

Students nominally earn course credits at the rate of one credit for each hour of time spent in class per week over the period of one semester. The actual formula, however, is based upon minutes spent in class (e.g., a minimum of 15 meetings × 50 minutes = 750 minutes = 1 credit hour). Thus, to earn 3 credits for completing a 3-hour course, students must pass the course, and the class itself must meet 2,250 minutes or 37.5 hours. Online courses must require the equivalent amount of academic work and meet the same learning outcomes as a face-to-face course earning the same number of credits.

**Liberal Arts Credit**

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

**Non-liberal Arts Credit**

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

**Credit Loads**

Part-time load = 0-11 credit hours
Full-time load = 12-19 credit hours (including P.E. experiences)
Overload = above 19 semester hours (including P.E. experiences)

**Applying for an Overload**

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

**Summer Session and Winterim Course Load**

1. The maximum course load for any Summer School Session lasting four weeks or more is seven credit hours.
2. The maximum course load for any session shorter than four weeks is four credit hours.
3. For overlapping sessions, the maximum course load is seven credit hours.

4. In exceptional circumstances, overload hours may be approved with written permission from the dean (or designee) and the faculty members of the applicable courses being registered for.

**Prerequisites for Courses**

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

**Course Levels**

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

- 100-299 Undergraduate lower division
- 300-499 Undergraduate upper division
- 500-599 Graduate (Advanced undergraduates may take them, with permission, for undergraduate credit.)
- 600-699 Graduate (Limited to graduate students and seniors with permission.)

**Graduate Courses for Undergraduate Students**

Courses at the 500-level are designated as graduate courses, but may, with permission of the instructor, be taken by upper-division undergraduates (students who have earned 57 or more semester hours of credit) on a space-available basis for undergraduate credit. 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 with the Center for Graduate Studies, Raymond Hall 204. 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**

Certain academic courses may be audited on a space-available basis with instructor’s permission. Faculty, staff, members of their immediate family, registered students, and alumnae of SUNY Potsdam may audit without paying an auditing fee. All others may be assessed an auditing fee per course. Courses in which studio, laboratory, performance, observation, travel, or other active participation is involved may only be audited at the discretion of the instructor and chair of the department. There is a cost of $50 per course, unless you are directly associated with SUNY Potsdam. Fee is subject to change and additional fees (lab, technology, athletic, travel, etc.) may apply.

High school students may audit courses. To do so, they must complete the course audit form, be a junior or senior, and have written permission from their principal or guidance counselor.
Anyone auditing a course shall not be enrolled in that course and shall not be listed on its roster. Auditors do not earn academic credit or any formal recognition. Auditors are not required to meet the requirements of the course and the instructor is not obligated to evaluate their work in any way. Persons who want to audit a course should obtain a “Request to Audit Form” from the division of Graduate and Continuing Education or online at www.potsdam.edu/academics/grace. The form requires the written approval of the course instructor and the chair of the department offering the course. Completed forms must be submitted to the division of Graduate and Continuing Education. A course audit may be revoked if space is limited, and if a formally registered student wishes to enroll in the course by the official posted late-add deadline. Auditors only attend at the discretion of the course instructor and are subject to all appropriate guidelines under the student Code of Conduct.

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

**Undergraduate Transfer Credit Policies**

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

*Acceptance of Credit:* The Academic Transfer Services Office is responsible for evaluation of transfer credentials. Credits will be accepted for coursework completed with a grade of 1.0/D or higher at a regionally accredited institution of higher education, (i.e., college, junior college, technical institute, seminary, Armed Forces Institute, Service Members Opportunity College or foreign institution). Guidelines issued by the American Association of College Registrars and Admissions Officers (AACRAO) will be used where necessary and applicable to assist in evaluation.

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

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

Transfer credit from colleges on a different credit/calendar plan necessitates numerical conversion to semester credit hours (for example: quarter hour credits multiplied by 2/3 = semester credit hours).

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

*Major Field Credit:* The decision as to whether and how transferred credits apply toward completion of a major at SUNY Potsdam rests with the major academic department. Note: A grade of 2.0/C or better must be earned in each course to be applied toward the major or major cognates. In addition, a minimum of 15 credits in the major at the upper-division level must be completed at SUNY Potsdam.

*Liberal Arts Credit:* In general, credits earned in a department corresponding to an arts and sciences department at SUNY Potsdam will be considered liberal arts. Should the liberal arts content of a particular course be questioned, the decision will be made by the Academic Transfer Services Office in consultation with the department concerned. Courses from departments of education, military science or business administration are defined as non-liberal arts. If students question the determination of non-liberal arts credit for courses originating in such departments, they may appeal to the Academic Transfer Services Office for a reexamination of the decision.

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

**Transfer Support Services**
SUNY Potsdam acknowledges that students transferring from one academic environment to another face special needs and concerns. Any student having questions relating to the transfer of undergraduate credit to SUNY Potsdam is encouraged to stop by Academic Transfer Services, 305 Raymond Hall, 315-267-2932.

**SUNY Student Transfer Appeal Processes**
The State University of New York has an appeal process pertaining to decisions regarding the transfer of credit from SUNY Community Colleges to baccalaureate programs at a SUNY institution, according to the SUNY guidelines for eligibility.

This process is only for SUNY Community College students who have been accepted or are currently enrolled in baccalaureate programs at a SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere in SUNY.

Coordination of the appeal process will be facilitated by the Academic Transfer Services Office (305 Raymond Hall). Students wishing to pursue this process should contact Academic Transfer Services by phone at 315-267-2932 or by email at transfer@potsdam.edu. If a concern is not resolved through informal communication between the appropriate program director or academic department chair, the following processes are available.

**Appeal at the SUNY Potsdam Campus Level**

*Step One:* The student submits a written letter outlining the reasons for the appeal to the appropriate program director or chair. For instance, appeals regarding General Education credit are submitted to the Director of General Education and appeals regarding a major degree program are submitted to the chair of the department in which the degree program is located. The Academic Transfer Services Office can assist a student in identifying the appropriate person to whom a specific appeal should be submitted.

Within five business days of the date of receipt of the appeal, the program director or chair will respond to the student in writing regarding the disposition of the appeal.

*Step Two:* If the student is not satisfied with the decision rendered in Step One, a Step Two appeal may be submitted to the Office of the Provost outlining the reasons for the appeal and responding to issues raised by the program director or chair in Step One. The Provost or a
designee will respond in writing to the student in five business days of receipt of the Step Two appeal.

Note: An appeal at the SUNY System level is available, as outlined below. The Academic Transfer Services Office can supply the appropriate forms for this level of appeal.

**Appeal at the SUNY System Level**

If the student has not had a response from the campus within ten business days, or is not satisfied with response at the campus level, he/she can submit an appeal to the SUNY Provost with supporting materials. The SUNY Provost or designee will gain additional information from the receiving institution as needed. The SUNY Provost will respond to the student within five business days from receipt of completed appeal application.

If the SUNY Provost reverses the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course. All decisions will be officially communicated to the student and the campus provost or provost’s designee. If appropriate, the SUNY Provost may recommend that the University-wide Transfer Review Committee consider this course during deliberations during the next campus appeal cycle.

### Most Common Transfer Credit Sources

#### College/University Transfer Credit

Credits will be accepted for course work completed with a grade of 1.0/D or higher at regionally accredited institutions of postsecondary education. In order to transfer these credits, students must request official college/university transcripts to be mailed (or emailed from a secure transcript service) directly to the Academic Transfer Services Office.

#### Advanced Placement (AP) Examination Credits

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

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

See page 41 for Advanced Placement transfer equivalents.

#### College-Level Examination Program (CLEP) Credit

The College-Level Examination Program provides the opportunity for students to earn college credit by examination.

CLEP credit may be applied toward General Education requirements, major/minor requirements or electives.

Credit for CLEP subject exams is granted for students earning the minimum score (equivalent to a C/2.0 grade) or higher as recommended by the American Council on Education (ACE). The assignment of college credit will be determined by the Academic Transfer Services Office (see page 42 for CLEP transfer equivalents). Students must have an official score report sent directly to the SUNY Potsdam Academic Transfer Services Office in order to gain transfer credit.

Information regarding CLEP examinations and requests for official score reports can be obtained from the College-Level Examination Program, P.O. Box 6600, Princeton, NJ 08541-6600 or online at https://clep.collegeboard.org. The closest CLEP Test Center to Potsdam is located at Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601, 315-786-2288. See page 42 for CLEP transfer equivalents.

#### International Baccalaureate Program (IB)

With its origins in Europe, the International Baccalaureate Program is a rigorous pre-university course of study leading to examinations, being offered by a number of high schools in the United States. SUNY Potsdam welcomes applications from IB students.

College credit for Standard and Higher level IB subjects will be granted on a course-by-course evaluation for each subject in which a student earns a score of 4 (satisfactory) to 7 (excellent). In order to gain credit, students must have both a final high school transcript and official IB score report/transcript mailed directly to the Academic Transfer Services Office. In most cases, a one-year IB course will transfer for three to four semester hours of credit and a two-year IB course will transfer for six to eight semester hours of credit in the course discipline. IB credit may be applied toward General Education requirements, major/minor requirements or electives.

Information regarding the International Baccalaureate Program can be found online at www.ibo.org.

#### Military Credit

College credit for military education will be granted on a case-by-case basis for students who provide official educational documentation. The Academic Transfer Services Office grants college credit for military education based on recommendations from the American Council on Education (ACE) as noted on each transcript. Military credit typically transfers as elective credit, in some cases however, it may transfer to satisfy specific Potsdam course work. It also satisfies the College's physical education requirement.

Students who served in the Air Force should contact www.au.af.mil/au/barnes/ccaf/transcripts.asp and have an official transcript sent to Academic Transfer Services. Students who served in the Army, National Guard, Coast Guard, Marine Corps or Navy should contact https://jst.doded.mil/official.html and have an official Joint Services Transcript (JST) sent electronically to Academic Transfer Services.

Credit by Examination in The Crane School of Music

See The Crane School of Music Student Handbook available online at www.potsdam.edu/academics/crane/current/upload/CSH.pdf
## Advanced Placement (AP) Transfer Equivalents

<table>
<thead>
<tr>
<th>Advanced Placement Program</th>
<th>General Education Requirement Fulfilled</th>
<th>Departmental Equivalence (Score of 3 or higher needed)</th>
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</thead>
<tbody>
<tr>
<td><strong>ART</strong></td>
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<tr>
<td>Studio Art:</td>
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<tr>
<td>2-D Design</td>
<td>Aesthetic Experiential [AE]</td>
<td>4 hrs., ARTS 120</td>
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<tr>
<td>Studio Art:</td>
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<td></td>
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<tr>
<td>3-D Design</td>
<td>Aesthetic Experiential [AE]</td>
<td>4 hrs., ARTS 130</td>
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<tr>
<td>Studio Art:</td>
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<tr>
<td>Drawing</td>
<td>Aesthetic Experiential [AE]</td>
<td>4 hrs., ARTS 110</td>
</tr>
<tr>
<td>History of Art:</td>
<td>Western Civilization</td>
<td>6 hrs., ARTH 101 and 102</td>
</tr>
<tr>
<td><strong>BIOLOGY</strong></td>
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</table>
|                            | Scientific Inquiry-Biological Sciences with Laboratory [SB] [LB] | Score of 3 = 4 hrs., BIOL 100  
                            |                                        | Score of 4 = 4 hrs., BIOL 151 or 152  
                            |                                        | (See Chair)  
                            |                                        | Score of 5 = 8 hrs., BIOL 151 and 152 |
| **CHEMISTRY**              |                                        |                                                        |
|                            | Scientific Inquiry-Physical Sciences with Laboratory [SP] [LB] | Score of 3 or 4 = 4 hrs., CHEM 105  
                            |                                        | Score of 5 = 8 hrs., CHEM 105 and 106 |
| **COMPUTER SCIENCE**       |                                        |                                                        |
| Computer Science A         | Freshman Mathematics [FM]              | 3 hrs., CIS 201                                       |
| Science AB                 | Freshman Mathematics [FM]              | 6 hrs., CIS 201 and 203                               |
| **ECONOMICS**              |                                        |                                                        |
| Macroeconomics             | Social Analysis [SA]                   | 3 hrs., ECON 110                                      |
| Microeconomics             | Social Analysis [SA]                   | 3 hrs., ECON 105                                      |
| **ENGLISH**                |                                        |                                                        |
| Language and Composition   | Aesthetic Critical [AC]                | Score of 3 = 6 hrs., LITR elective                     |
|                            | Freshman Writing [FW] and Aesthetic Critical [AC] | Score of 4 or 5 = 7 hrs., COMP 101 and LITR elective |
| Literature and Composition | Aesthetic Critical [AC]                | Score of 3 = 6 hrs., LITR elective                     |
|                            | Freshman Writing [FW] and Aesthetic Critical [AC] | Score of 4 or 5 = 7 hrs., COMP 101 and LITR elective |
| **ENVIRONMENTAL SCIENCE**  |                                        |                                                        |
| Environmental Science      | Scientific Inquiry-Physical Sciences [SP] | Score of 3, 4 or 5 = 3 hrs.  
|                            |                                        |                                                        |
| **GEOGRAPHY**              |                                        |                                                        |
| Human Geography            | Cross-Cultural Perspective [XC]        | 3 hrs., GEOG 350                                      |

### GOVERNMENT AND POLITICS

<table>
<thead>
<tr>
<th>Country</th>
<th>Social Analysis [SA]</th>
<th>Political Science lower division elective</th>
<th>Departmental Equivalence</th>
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<tbody>
<tr>
<td>United States</td>
<td>Social Analysis [SA]</td>
<td>Political Science lower division elective</td>
<td>Score of 3 = 3 hrs., POLS 110</td>
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<tr>
<td>Comparative</td>
<td>Cross-Cultural Perspective [XC]</td>
<td>3 hrs., POLS 130</td>
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### HISTORY

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<th>Country</th>
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<tr>
<td>United States</td>
<td>American History [AH]</td>
<td>6 hrs., HIST 201 and 202</td>
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<tr>
<td>European</td>
<td>Western Civilization [WC]</td>
<td>6 hrs., HIST 101 and 102</td>
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### MATHEMATICS

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<th>Course Type</th>
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<tr>
<td>Calculus AB</td>
<td>Freshman Mathematics [FM]</td>
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<td>Calculus BC</td>
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### MODERN LANGUAGE

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<tr>
<th>Language</th>
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<tr>
<td>French Language</td>
<td>Modern Language Proficiency [ML]</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Modern Language Proficiency [ML]</td>
</tr>
<tr>
<td>German Language</td>
<td>Modern Language</td>
</tr>
<tr>
<td>Italian Language</td>
<td>Modern Language Proficiency [ML]</td>
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<tr>
<td>Latin-Virgil</td>
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### MUSIC

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<tr>
<th>Music Theory</th>
<th>Departmental Equivalence</th>
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<tr>
<td>Music Theory</td>
<td>Aesthetic Experiential [AE]</td>
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### PHYSICS

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<th>Departmental Equivalence</th>
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<tbody>
<tr>
<td>Physics 1</td>
<td>Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]</td>
</tr>
<tr>
<td>Physics 2</td>
<td>Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]</td>
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<tr>
<td>Physics C:</td>
<td>Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]</td>
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<tr>
<td>Electricity &amp; Magnetism</td>
<td>Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]</td>
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### PSYCHOLOGY

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<th>Psychology Type</th>
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<tr>
<td>Psychology</td>
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### STATISTICS

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<th>Statistics Type</th>
<th>Departmental Equivalence</th>
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<tr>
<td>Statistics</td>
<td>Freshman Mathematics [FM]</td>
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## College-Level Examination Program (CLEP) Credit

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Minimum Score</th>
<th>Potsdam Equivalent Course</th>
<th>Transfer Credit</th>
<th>* Gen Ed Satisfied</th>
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<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
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</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACCT 201 Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>Information Systems</td>
<td>50</td>
<td>CMPT elective</td>
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<td></td>
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<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>MGMT 330 Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>Principles of Management</td>
<td>50</td>
<td>MGMT 301 Principles of Management</td>
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<td>Principles of Marketing</td>
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<td>MKTG 301 Principles of Marketing</td>
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<tr>
<td><strong>COMPOSITION and LITERATURE</strong></td>
<td></td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>LITR elective</td>
<td>3</td>
<td>AC</td>
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<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
<td>LITR 100 Introduction to Literature</td>
<td>3</td>
<td>AC</td>
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<tr>
<td>College Composition</td>
<td>50</td>
<td>COMP 101 Writing and Critical Thinking</td>
<td>3</td>
<td>FW</td>
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<td>College Composition Modular</td>
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<td>COMP 101 Writing and Critical Thinking</td>
<td>3</td>
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<tr>
<td>with Essay</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>LITR elective</td>
<td>3</td>
<td>AC</td>
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<td><strong>FOREIGN LANGUAGE</strong></td>
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<tr>
<td>French Language</td>
<td>50</td>
<td>FREN elective</td>
<td>6</td>
<td>ML</td>
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<td>59</td>
<td>FREN elective</td>
<td>12</td>
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<td>German Language</td>
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<td>Language elective</td>
<td>6</td>
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<td></td>
<td>60</td>
<td>Language elective</td>
<td>12</td>
<td>ML</td>
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<td>Spanish Language</td>
<td>50</td>
<td>SPAN elective</td>
<td>6</td>
<td>ML</td>
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<td></td>
<td>63</td>
<td>SPAN elective</td>
<td>12</td>
<td>ML</td>
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<tr>
<td><strong>HISTORY and SOCIAL SCIENCES</strong></td>
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<td>American Government</td>
<td>50</td>
<td>POLS 110 Intro. to U.S. Politics</td>
<td>3</td>
<td>SA</td>
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<tr>
<td>History of the United States I</td>
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<td>3</td>
<td>AH</td>
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<td>HIST 202 United States since 1877</td>
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<tr>
<td>Human Growth and Development</td>
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<td>PSYC elective</td>
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<td>Principles of Macroeconomics</td>
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<td>Principles of Microeconomics</td>
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<tr>
<td>Introductory Psychology</td>
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<td>PSYC 100 Introduction to Psychology</td>
<td>3</td>
<td>SA</td>
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<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>SOCI 101 Introduction to Sociology</td>
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<td>SA</td>
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<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>HIST 101 Europe from 1500 to 1815</td>
<td>3</td>
<td>WC</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>HIST 102 Europe since 1815</td>
<td>3</td>
<td>WC</td>
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<tr>
<td><strong>SCIENCE and MATHEMATICS</strong></td>
<td></td>
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<tr>
<td>Biology</td>
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<td>50</td>
<td>MATH 151 Calculus I</td>
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<td>FM</td>
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<td>Chemistry</td>
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<td>3</td>
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<td>College Algebra</td>
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<td>MATH elective</td>
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<td>College Mathematics</td>
<td>50</td>
<td>MATH 100 Excursions in Mathematics</td>
<td>3</td>
<td>FM</td>
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<tr>
<td>Precalculus</td>
<td>50</td>
<td>MATH 110 Precalculus</td>
<td>3</td>
<td>FM</td>
</tr>
</tbody>
</table>

* please refer to General Education section of the catalog for general education designations
Grading and Course Related Policies

Undergraduate Grading System

A numeric system: grades are entered on the student's permanent record and calculated into the cumulative grade point average (GPA). Levels of achievement are indicated according to the following intervals:

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

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

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

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

Students may consider this option for a maximum of 14 credit hours during an entire college career, but cannot choose it when repeating a class. To select this option, students must file a form with the Registrar's Office before the end of the withdrawal period (the end of the eighth week of classes). Instructors will continue to report achievement in the numerical system. Disclosure of this grading option to the instructor is at the student's discretion.

In certain courses the College itself may award an S* or U* (e.g., P.E., experiences, student teaching). An S* denotes satisfactory performance; U* denotes unsatisfactory performance. Students graded in this manner will not have such credits counted toward the 14 credit hour maximum.

Incompletes

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

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

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

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

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

Early Alert System

At the end of the sixth week of each semester, SUNY Potsdam contacts class instructors regarding the achievement of students. Instructors are requested to complete an Early Alert for any student with a course grade of 2.0 or below at that time. On the Early Alert roster, instructors may record the student's grade, make suggestions for academic improvement, and/or make additional comments if desired. This information is then reported to students, their advisers, and various support offices.

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 may also be limited by available space.

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

- All courses repeated at SUNY Potsdam will be graded on a numeric basis—the S/U grading option may not be chosen. This rule does not apply to those courses which may be taken only for S*/U* grades.
- A numeric grade replacing a numeric grade: If the new grade is higher than the original grade, the student earns the differential in quality points but no additional credit hours (unless the original grade was 0.0). If the new grade is equivalent to or lower than the original grade, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.
- A numeric grade replacing an “S” grade: If the new grade is 2.0 or higher, the student earns the quality points but no additional credit hours. If the new grade is less than 2.0, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.
- A numeric grade replacing a “U” grade: If the new grade is 1.0 or higher, the student earns the quality points and the additional credit hours. If the new grade is 0.0, it will be entered on the permanent record but will not affect the cumulative GPA or total hours accumulated.

- On the permanent academic record, repeated course grades that are included in the GPA calculation will be noted with an “I” for “include”; those not included in the GPA calculation will be noted with an “E” for “exclude”.
- Students repeating a course which previously had a 195, 295, 395 or 495 number, or which was taken at another college, must notify the Registrar’s Office so that the repeat can be correctly coded on their academic record; other repeated courses will be coded by an automated process.

Note that while the grades of courses taken at another college are not included in the SUNY Potsdam GPA, if a student repeats a course at another college and earns a higher grade, the lower grade will be excluded from the SUNY Potsdam GPA.
Changing Recorded Grades

Grades submitted to the Registrar’s Office are final. The only permissible reasons for changing a grade are: a) to correct an error in recording or computation; b) to remove a grade of “Incomplete”; c) to reflect the 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 by: a) the instructor who awarded the grade; b) by the department chair in cases where the instructor is unable to do so (because of leave, resignation, etc.); or c) by the department chair or Dean acting in accordance with established College procedures concerning grade appeal.

All grade changes for a semester must be submitted by the end of the next regular fall or spring semester. Any grade changes submitted after the stated deadline require the additional approval of the dean of the appropriate school.

Course Syllabi Statement

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

Class Attendance

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

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

In general, students are expected to attend all classes. Students are responsible for all work missed because of class absence. Instructors shall establish procedures to accommodate students who miss class work due to excused absences. An excused absence consists of an absence resulting from documented active participation in a College-sponsored activity, illness, religious observance, family emergency or military obligation. A College-sponsored activity is one that is declared such by the President of the College. College-sponsored activities involve events in which the student represents the College, such as athletic competitions, artistic performances, or academic presentations. In these instances the faculty or staff member responsible for the activity must provide participating students with a notification including the dates and times of the absences and the reason for the activity to present to their instructor at least two weeks in advance of the absence. Faculty members are expected to accommodate reasonable absences for College-sponsored activities. Students must develop a plan, subject to approval by the instructor, under which they will complete the missed work.

Students may also be involved in other activities supervised by a College faculty or staff member. Such activities include, but are not limited to, field trips, special events sponsored by a class, and attendance at conferences. It is the student’s responsibility to consult faculty members in advance of their absence. Whenever possible, students must let their instructors know of their absence at least two weeks in advance by providing a written description of the activity signed by their sponsor. Faculty members are encouraged to accommodate reasonable absences for college-related activities, but ultimately accommodation of such absences is at the discretion of faculty members.

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

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

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

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

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

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

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

2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study or work requirements are held on Friday after four o’clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

6a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the regents of the university of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

Personal Electronic Devices in the Classroom
The use of personal electronic devices in the classroom shall be at the discretion of each course instructor. Personal electronic devices that may be prohibited include, but are not limited to, laptops, cell phones, and mp3 players. Such devices, when used to assist students with documented disabilities, at the discretion of each course instructor. Personal electronic devices that may be prohibited include, but are not limited to, laptops, cell phones, and mp3 players. Such devices, when used to assist students with documented disabilities, at the discretion of each course instructor.

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

2. At the conclusion of every semester, a two-hour period will be arranged for each class to provide time for summation and evaluation. Except as specified below, a final examination may be administered only at this arranged two-hour period.

3. No test of any kind may be given during the last week of classes unless a final examination is also scheduled during the regular final examination period.

4. No student shall be required to take more than two examinations in one day.

a. If a student has more than two examinations scheduled in one day, the middle examination(s) must be rescheduled if the student requests.

b. A student must request rescheduling at least two weeks before the last day of classes. This request must be in written form and must be filed with the professor with copies to the department chair and the dean of the School under whose jurisdiction the course in question is offered.

c. The appropriate dean has the final responsibility for the rescheduling of the examination. The rescheduled examination must normally occur at a time during the final examination week.

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

6. The above policy does not apply to take-home examinations or term papers. Questions relating to the possible applicability of the policy to oral examinations, studio classes, laboratory tests and other forms of testing should, in cases of doubt, be referred to the appropriate deans. The deans shall make exceptions to the policy wherever circumstances justify them.

Grade Appeal Procedures

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

Criteria
The only grounds for appealing a final course grade is a student’s belief that the instructor assigned a grade based on one or more of the following:

- The assignment of a grade on some basis other than the student’s performance in the course.
- The assignment of a grade based on a substantially different interpretation of the course work than was applied to other students in the course.
- The assignment of a grade based on more exacting or demanding standards than were applied to other students in the course.
- The assignment of a grade on some basis other than the student’s performance in the course.
- The assignment of a grade based on criteria not specified in the syllabus.
- The assignment of a grade to a particular student due to a mathematical or clerical error.

Procedure and Timeline
A student should use the steps below when appealing a final course grade. If assistance is required, a student may elect to solicit help from an appropriate advocate (e.g. faculty/staff adviser, peer). More information can also be obtained from the relevant Dean’s Office (Arts & Sciences, Crane, or Education & Professional Studies).

Step 1:

a) The student presents their concerns to the faculty member who assigned the grade. It is recommended that a student outline the reasons they are appealing the assigned grade (from the criteria above) in person and in writing via email.

b) If an informal resolution cannot be reached, the student then completes a Grade Appeal Form and delivers it to the faculty member who assigned the grade. This form can be obtained from the relevant Dean’s Office or the Student Success Center. The instructor must respond in writing within two weeks of receiving the Grade Appeal Form.
The student must complete Step 1 by the end of week four of the next full academic term (Fall or Spring semester) after the grade was assigned. If, after working directly with the instructor, the student continues to believe they have been graded unfairly, or should the instructor fail to respond, they may continue to the next step in the appeal process.

**Step 2:** The student presents a formal written letter of appeal to the department or program chair, along with a copy to the course instructor. The formal appeal letter must include the following:

- A statement of the case in detail, outlining the appropriate criteria for the grade appeal
- All information regarding conference with the course instructor during the Step 1 process, including the Grade Appeal Form
- Identification, indexing, and attachment of all relevant supporting materials

After reading the written appeal, the department or program chair will consult with both the instructor and the student in reaching a decision on the appeal.

The student must complete Step 2 by the end of week seven of the same semester, with a written response from the department or program chair to the student and course instructor within two weeks of receipt of the formal appeal.

**Step 3:** If the student is not satisfied with the results of the departmental appeal, they may submit the formal written appeal to the relevant Dean. The Dean may elect to convene a committee to review the case and return a recommendation. Regardless, the Dean will make the final decision regarding the appeal.

The student must complete Step 3 by the end of week ten of the same semester, with a written decision from the Dean to the student, course instructor, and department chair within two weeks of receipt of the formal appeal. All written records concerning an appeal that reach this step shall be kept by the Dean’s Office for a period of five years from the date of the Dean’s written decision.

**Timeliness**

If the student fails to meet the deadlines established above, the appeal will be closed unless (a) there is a written agreement by all parties for a delay or (b) if the delay was caused by circumstances beyond the student’s control. If, at any step, the student does not receive a response within the established timeline, they may proceed to the next step in the process for further consideration of the appeal.

Note: Complaints regarding improper procedure and/or timeliness during the appeal process should be addressed to the Office of the Provost.

**Other Appeals**

Other student grievances may be appealed through the same process outlined above, unless covered by other existing appeal procedures. Non-academic matters will be appealed through the appropriate hierarchy of professional staff members within the office(s) associated with the alleged grievance. Students may consult the Dean of Students and/or the Student Success Center with questions about other appeals.

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**Deadlines for Course Schedule Adjustments**

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

**Changing Class Enrollment and S/U Grading Option**

A student wishing to add, drop or withdraw from a course or elect the S/U grading option should follow posted deadlines and procedures. The ADD/DROP period extends five class days into each semester. A student may adjust courses during this period without a permanent record notation of “W” (withdrawal) for courses dropped.

To add or drop a course after the stated ADD/DROP period a student must obtain special permission from the director of the Student Success Center or the Crane Dean’s office (for students taking Crane major courses), as well as the instructor’s permission if adding, and pay a $15 late fee. Students must be officially registered for all of their courses by the end of the third week of the semester. Late drops are permitted only under emergency circumstances, because the option to withdraw from a class is available until the end of the tenth week of classes in the current semester.

Students wishing to elect or remove the S/U grading option for extenuating circumstances after the posted deadline (the end of the tenth week of classes) must obtain special permission from the director of the Student Success Center or the Crane Dean’s office (for students taking Crane major courses). No fees apply.

*Note: Add and drop deadlines for courses that are scheduled for only part of a semester, or for shortened terms such as Winterim and summer sessions, are adjusted depending on their length. The deadline for withdrawing or choosing the S/U option for such classes is the equivalent to two-thirds through the part-term semester.*

**Withdrawing from Courses**

Undergraduate students may elect to withdraw from courses for any reason for a maximum of 14 credit hours during their SUNY Potsdam college career. Students may exercise this right only before the end of the tenth week of classes (or two-thirds point) in the current semester. In such cases a “W” is noted on the permanent record. For full-time students, dropping below 12 credit hours in any one semester due to withdrawal may have an effect on financial aid eligibility. Students wishing to late withdraw for extenuating circumstances after the posted deadline must obtain special permission from the director of the Student Success Center or the Crane Dean’s office (for students taking Crane major courses; music majors may only elect S/U for music courses that are not being used to fulfill degree requirements). No fees apply. To withdraw from the College, please see information below.

**Emergency Withdrawal from Courses**

An application for withdrawal for a documentable medical or other emergency may be requested at the Student Success Center (Sisson 128) or at the Crane School of Music Associate Dean’s Office (for Crane students) and should be submitted by the last day of classes in the semester in which the student is requesting one or more emergency withdrawal grades. Requests are considered on a case-by-case basis, and for some students verification from a treating physician/clinician that they have been addressing the emergency issue and are prepared to return to successful college work may be encouraged prior to read-
Withdrawal or Leave of Absence from College

Undergraduate students who decide to terminate or interrupt their studies at SUNY Potsdam because of illness or injury, a personal or family emergency, a decision to pursue a different curriculum at another school, or some other reason may be eligible for either a Withdrawal and/or Leave of Absence from the College. Academically dismissed students are not eligible for either Leaves or Withdrawals from the College. Students who leave without notifying the College or without completing the necessary forms may encounter unexpected complications with their enrollment and financial aid statuses.

A Withdrawal from the College should be requested by students who do not plan to return to SUNY Potsdam or who are uncertain of their future plans.

A Leave of Absence should be requested by students who expect to return to the College within one year; students must indicate the semester they plan to return on the application. Any student who is eligible to register for the next semester is eligible to apply for a Leave of Absence for a period of one semester or one year. Students granted a Leave of Absence must also complete an Application for Readmission form with the Registrar’s Office the semester before they plan to return to the College.

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

Those with interest in or questions regarding Withdrawal or a Leave of Absence should contact the Student Success Center, Sisson 128 at 315-267-2580 to discuss their options and complete all required paperwork. Students enrolled in The Crane School of Music should notify the Office of the Associate Dean.

Refund Policy

Note: The above information pertains to the academic consequences of withdrawal. For financial implications see the sections “Refund Policy” and “Federal Title IV Withdrawals” on pages 18 and 19.

Readmission to the College

Readmission is considered a privilege and not a right. The following procedures apply to those who were previously matriculated at SUNY Potsdam and who desire readmission (whether they have attended another institution or not):
1. Contact the Office of the Registrar at 315-267-2154 (or visit the “Undergraduate Readmission” link at www.potsdam.edu/offices/registrar) to obtain a readmission application, then forward completed forms and transcripts from any other colleges attended (if applicable).
2. Applications must be completed by August 7 for the fall semester and January 7 for the spring semester. Note: Crane students may be required to reapproval prior to readmission to the College if more than one year has elapsed since their last enrollment at Crane.
3. Decisions on the application for readmission will be sent to the applicant shortly after all necessary forms have been completed and any obligations to the College have been resolved.
4. Requirements for graduation in effect at the time of the student’s matriculation are not binding on the College for more than six years after the date of matriculation. Because academic disciplines change, students readmitted six or more years after initial matriculation will have their records reevaluated by the school and the major and minor department(s). Such reevaluation may result in students being required to take additional courses or retake certain courses.
5. Readmitted students will resume the same academic standing they had when they left the College, except that previously dismissed students will be placed on Academic Probation.

Readmission after Dismissal

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

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

Acceptable Standing
The minimal academic levels for Acceptable Standing in a given semester are:
1. A Semester Grade Point Average of 2.0, and
2. A Cumulative Grade Point Average of 2.0.

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

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

Warning Sanctions
The College imposes no formal sanctions for students on Academic Warning status. Warning status, however, may affect students’ eligibility to apply for awards, transfer to other institutions, or participate in certain organizations or activities.

Probationary Sanctions
1. Sanctions: while on probation, a student should avoid extensive non-academic commitments and curtail voluntary activities that consume significant amounts of available study time. Effecting an immediate academic recovery, and thereby averting possible dismissal, must become the student’s primary objective. Note: See “Dismissal” section below. The student on probation is prohibited from student teaching; fraternity/sorority pledging; serving as a Resident Assistant; serving on a College committee; representing the College in official intercollegiate competition, including cheerleading; and assuming or maintaining any office, designated post, position, or leadership role in organizations financially supported or formally recognized by the institution. A list of such organizations is available from the Provost, the SGA President, and the Dean of Students. All matters concerning eligibility and proper compliance shall be adjudicated by the Provost (or designee).

2. Procedures for Organizations to Verify Leader Eligibility:
   a. All student organizations at SUNY Potsdam shall submit to the Dean of Students (or designee) a roster citing all individuals serving as officers, under the terms of its approved constitution, for the following semester no later than 10 days prior to the last day of classes each semester. Any change in leadership that takes effect during the semester in which it occurs should be submitted to the Dean of Students (or designee) immediately.
   b. The Dean of Students (or designee) shall notify the Provost (or designee) when violations occur.
   c. A student found to be on academic probation shall be immediately suspended from assuming or maintaining any office, designated post, position, or leadership role in the organization for the duration of the probationary period.
   d. An organization found to be in noncompliance (i.e., allowing ineligible members to continue to serve in a leadership role) shall be at risk and liable to the immediate penalty of suspension of formal institutional support, recognition and registration status as deemed appropriate.

Changing Academic Status
1. Return to Acceptable Standing: The academic standing of students on Warning or Probation will return to Acceptable Standing when they achieve both a Semester and Cumulative Grade Point Average of 2.0 or above.
2. Repeated Courses: repeating a course does not enable students to change their academic status for a previous semester. For academic standing purposes the semester GPA is calculated before any exclusions for repeat courses are coded. Note: See “Repeating Courses” on page 48 for more details concerning the conditions for repeat courses are coded.
3. Transfer Courses: courses completed at another academic institution normally will not affect academic status at SUNY Potsdam, since only credit hours, not courses, transfer. When all the following conditions are met, however, transferred courses may change a student’s academic status from Probation to Acceptable Standing:
   a. The transferred course is an exact repeat of a SUNY Potsdam course. Note: Students who plan to repeat SUNY Potsdam courses at another college should consult in advance with the Academic Transfer Services Office to insure that the course will count as an exact equivalent.
   b. The SUNY Potsdam Registrar’s Office receives an official transcript of the repeated course. (Students must arrange for the other institutions to transmit the transcripts to SUNY Potsdam.)
   c. The SUNY Potsdam Registrar’s Office is notified of the repeated course by the student.
   d. The grade for the repeated course is higher than the grade for the original course, and the exclusion of the original grade results in raising the student’s Cumulative Grade Point Average to 2.0 or above. In this case, the student’s academic standing will be Warning if the semester GPA in their last semester at SUNY Potsdam was below 2.0, and Acceptable Standing if it was above 2.0.

Notes:
- Transfer courses do not affect Dismissal status.
- Transfer work cannot change the academic standing for a previous semester.
• The modified standards for students completing their first semester at SUNY Potsdam do not apply in the case of transfer work, since it is completed after the student’s first semester.

4. Winterim Courses: the academic standards policies of the College also apply to Winterim courses. Winterim is equivalent to a separate semester for purposes of academic standards.

5. Summer Courses: the academic standards described in this policy also apply to summer courses. The sum of hours completed at SUNY Potsdam during summer counts as a single term for the purpose of determining academic status. Academic standards shall be reviewed once at the end of the summer.

Eligibility to Register

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

Dismissal

1. Conditions for Dismissal: students may be subject to Dismissal in the following cases:
   a. In their first semester at the College they earn a semester Grade Point Average of 0.0, or
   b. After a semester on Probation, they fail to raise their cumulative Grade Point Average to a 2.0 or higher, with the following exceptions:
      i. If in their first semester on Probation they earn a semester Grade Point Average of 2.0 or above but fail to raise their cumulative Grade Point Average to 2.0 or above, they will be permitted to return to the College for one more semester on Probation.
      ii. If in their second semester on Probation they earn a semester Grade Point Average of 3.0 or above, based on 12 or more numerically graded credit hours, but fail to raise their cumulative Grade Point Average to 2.0 or above, they will be permitted to return to the College for one more semester on Probation.

2. Dismissal and Future Enrollment:
   a. First Dismissal: revocation of enrollment for a full academic year.
   b. Second Dismissal: students dismissed for a second time may not continue their education at SUNY Potsdam.
   c. Special Dismissal Waiver for Exceptional Circumstances: the Academic Standards Committee at its discretion may recommend a Special Dismissal Waiver when circumstances beyond the personal control of students prevented them from satisfying the appropriate standards set forth above. Students may petition for the Waiver upon notification of Dismissal. This appeal must be submitted on the form available from the Student Success Center by the deadlines indicated in the Dismissal notice. This Waiver allows students to enroll for one additional semester on Probationary status.

3. Students dismissed from the College will not be permitted to enroll in SUNY Potsdam courses as a cross-registrant from one of the Associated Colleges until they are removed from the dismissed status at SUNY Potsdam.

Academic Forgiveness Policy

For Full-time and Part-time Undergraduate Students

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

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

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

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

Degree and Graduation Policies

Academic Residency Requirements

Candidates for the baccalaureate degree must complete a minimum of 30 academic credit hours towards the degree at SUNY Potsdam. Also, a minimum of 15 upper-division hours for each declared major and a minimum of one-half the credits required for each declared minor
must be completed at SUNY Potsdam. Courses offered by the College at approved off-campus locations are included in residence credit.

Students taking courses elsewhere during the final 30 credits of their degree are strongly encouraged to check with their academic advisor and the Academic Transfer Services Office to ensure that the courses they take will fulfill degree requirements. To guarantee that courses will count at SUNY Potsdam, the student may file an “Application to Complete Degree Elsewhere” with the Registrar’s Office to have the proposed courses approved prior to the semester in which they will be taken.

Cumulative Grade Point Average
At least 75 percent of the credit hours taken at SUNY Potsdam for graduation must be numerically graded. In order to graduate, a student must achieve an average of at least 2.0 in these numerically graded courses. Students must complete at least 30 credit hours in their major with a minimum grade of 2.0 in each course. In addition, certain academic departments require more credit hours and/or higher grade point averages for their majors.

Applying to Graduate
SUNY Potsdam has four graduation dates, in January, May, August and December depending on when students complete their degree requirements; however, there is only one Commencement Ceremony each year in May. In order to graduate from SUNY Potsdam, students must file an Application for Degree in the Registrar’s Office. Since the degree verification process generally requires a few weeks to complete, students should file the Application for Degree by the beginning of the semester in which they plan to graduate. To ensure that students apply to graduate in time to review their requirements with their academic advisors before their final semester of enrollment, in the fall 2015 semester the Registrar’s Office and the Student Success Center implemented the “Degree Completion” program. All students with 100 credit hours (including in-progress courses) who have not yet applied to graduate at the end of the third week of classes in the fall and spring semesters will have a course registration hold placed on their records, which will be removed once they apply.

Commencement Ceremony Participation Policy
SUNY Potsdam has one commencement ceremony each year in May. Undergraduate students who have completed 100 academic credit hours by the end of the fall semester preceding the commencement ceremony and who have applied to graduate in the previous December or January, or for May or August of the current academic year, are automatically eligible to participate in the ceremony. Students with fewer than 100 credit hours may petition to participate if they can show that they will be within 14 credit hours of completion of all their degree requirements by the end of the semester in which the commencement occurs. Petitions to participate must be submitted to the Registrar’s Office by March 1st of the commencement year.

Time Limitations
Requirements for graduation as stated in the Undergraduate Catalog, in effect at the time of the student’s matriculation, shall not be binding on the College for more than six years after the date of matriculation. Students who have not completed degree requirements during that time period must pursue requirements as stated in the Undergraduate Catalog in effect at the beginning of the seventh year. Also, students may elect to follow later graduation requirements in effect subsequent to matriculation, but must then finish those requirements completely.

Posthumous Degrees
SUNY Potsdam may award a degree posthumously when a student has substantially completed the requirements for the degree and was in good academic standing at the time of death. The degree would be awarded in recognition of the student’s work and as a source of solace to the student’s family.

For a posthumous degree to be awarded, the student should be within 30 academic hours of completion of the degree, as determined by the student’s major department and at the discretion of the President of the College.

In cases where it is determined that a student has not met the requirements for a posthumous degree, a posthumous certificate of recognition may be awarded at the discretion of the President.

ACADEMIC PROGRAMS
Graduation in Four Years
SUNY Potsdam’s undergraduate degree programs are designed to permit graduation in four calendar years from the initial date of enrollment. The College provides sufficient class offerings of required and elective courses, or appropriate substitutions, to first time freshmen who have the academic skills needed to complete a four-year prescribed program of study.

Students who plan to graduate in four years need to successfully fulfill all academic, grade and course work requirements in a declared first major field of study and meet all requirements for the General Education Program in the sequence intended by the academic first major department; complete the 120-hour minimum academic requirement as well as the College residency requirement; maintain a 2.0 overall grade point average each of the eight semesters; and meet any other academic major department or School criteria established for the first major.

Students who plan to graduate in four years are well advised to formally declare an academic major before the end of the first semester in the freshman year, although it may be possible to complete some majors in four years despite a later declaration of major. Students should meet each semester with an academic adviser in the major to plan a class schedule; and enroll in and complete a full-course load of 15 or more academic credit hours in each of the eight semesters. Students should also meet all designated College deadlines related to course registration or access to College services; and comply with all academic or administrative policies and/or procedures of the College.