

# The Potsdam Promise

## Program Description

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SUNY Potsdam's undergraduate degree programs are designed to permit graduation in four calendar years from the initial time of college enrollment. The Potsdam Promise is a program by which the College promises to provide sufficient class offerings of required courses, or appropriate substitutions as determined by each academic department, in a student's declared first and only major to permit the student's graduation in four years. The College promises to pay one additional semester's tuition and course-related fees in the event a student's graduation in eight consecutive semesters is delayed owing to lack of available, appropriate courses or substitutions.

The program is limited to first-time freshmen declaring only one major. Students electing to pursue the Potsdam Promise must: (1) be enrolled in full-time study (12 or more credit hours in first semester) in courses appropriate to the major to be declared; (2) complete a *Declaration of Major* form in consultation with an academic advisor in the major; and, (3) complete a *Declaration of Intent* to pursue the Potsdam Promise program. Both forms must be completed and submitted at the latest by the close of the advising period during the student's first semester of enrollment. Ideally, students should meet with an academic advisor in the selected major within the first three weeks of classes to plan a four-year sequence of courses that meets individual program and college-wide graduation requirements. However, this meeting and the eight-semester plan must be completed and on file in the Student Success Center (SSC) by the close of the advising period.

To be eligible, first-time freshmen are expected to meet the conditions outlined in the *Declaration of Intent*, including: enroll at SUNY Potsdam with the academic skills and preparatory courses needed to successfully complete a four-year prescribed course of study; fulfill all academic, grade, and course work requirements for major, general education and degree completion; remain in continuous acceptable standing; satisfy any other major department criteria or programmatic requirements; meet all designated college deadlines; and, incur no holds delaying registration.

## Procedures

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The Potsdam Promise program will be featured at open houses, orientations, and other appropriate venues. Student consideration of and enrollment into the program will begin during summer orientation and extend until the close of the advising period of each semester. Only first-time freshmen students are eligible and must enroll in the program during their first semester. As with current practice, the student will submit the *Declaration of Major* form to the academic department, and the student's major advisor will be assigned by the department chairperson. However, the SSC will serve as a clearinghouse for the *Declaration of Intent* forms.

Advisors will forward a copy of the student's eight semester graduation plan to the Registrar and the SSC by the close of the advising period. The student, the major advisor, the SSC (for academic standing), and the Registrar's Office will monitor the student's progress in the eight semester graduation plan (database, maintained by SSC, to be available as shared file). The SSC will request from advisors an update of each student's progress at the end of every semester. If at any point a student does not meet the conditions outlined, the SSC will disenroll the student from the Potsdam Promise program and inform them in writing of the action. Student grievances would follow the academic appeal procedures outlined in the College Catalog.