

**Advising**  
handbook

**2008-2009**

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

<http://www.newpaltz.edu/advising>

## **Students are responsible . . .**

- for reading the **New Paltz Advising Handbook** and
- for knowing the rules and regulations of the **College**.

**Failure to read the handbook does not excuse the student from the academic responsibilities, and/or the attendant financial liabilities, described herein.**

## **GENERAL EDUCATION AT NEW PALTZ**

The faculty of the State University of New York at New Paltz is committed to providing its graduates with a challenging and well-rounded education. Since 1983, this has meant that all students are required to complete a General Education Program as well as an academic major. The General Education Program has been fine-tuned over the years to reflect changes in thinking about the essential skills and knowledge base that every college graduate should possess. This fall marks our fifth year under GE III, the newest version of our program. GEIII requires students to take fourteen courses organized into four different knowledge areas--Arts and Humanities, Scientific Investigations, the United States and Its Traditions, and Global Perspectives. Each course in the program also addresses one or more essential competencies--Effective Expression, Information Literacy, Systematic Inquiry and Ethical Reflection. The hallmark of this program is its integration of broad-based knowledge with critical thinking skills. At the conclusion of the program students will have the breadth and depth of knowledge, as well as the ability, to become active citizens and productive members of their society.

General Education III is in full compliance with the SUNY-wide General Education Requirement. Students transferring to us from SUNY schools will retain the general education requirements met at their prior institution. Additionally, students coming to us with an AA or AS degree will not be required to take New Paltz general education courses beyond the SUNY minimum. A full discussion of the SUNY-wide program and its relationship to GEIII can be found later in this Handbook.

Closely related to the General Education Program is the requirement that every student who graduates from New Paltz successfully complete a Writing Intensive course, which may be in the student's major or may be used to fulfill other requirements. This course is designed to consolidate the writing gains made in General Education courses and to help students learn to write at the level of proficiency that will be required in their professional careers.

Welcome to New Paltz. I hope you will make the most of your time here and take advantage of everything the College has to offer.

David Lavalley  
Provost  
State University of New York at New Paltz

## **FREQUENTLY ASKED QUESTIONS—AND WHERE TO FIND THE ANSWERS!!!**

- If I stop attending a class, does that mean I dropped the course? (Handbook, page 21)
- What do I have to do if I need to leave the College, either temporarily or permanently? (Handbook, page 21)
- Where can I find deadlines for dropping courses, taking a leave, etc. (Academic Calendar)
- How do I know which courses count for General Education Requirements (College Progress Report; Schedule of Classes; Handbook, pages 8-14)
- What is the College Progress Report and where can I get one? (Handbook, page 3)
- How will I know which courses in math and foreign language I am ready for? (Handbook, page 7)
- Can I receive credit at New Paltz for college-level courses I completed in high school, including Advanced Placement courses? (Handbook, pages 28-30)
- Can I receive credit at New Paltz for CLEP exams? (Handbook, pages 31-32)
- How will my transfer credits be applied towards New Paltz requirements? (Handbook, page 24)
- What are the GPA standards for probation and dismissal from the College (Handbook, page 22)
- How do I declare my major? (Handbook, page 19)
- Where can I learn about majors? (Undergraduate Studies Catalog; departmental webpages; Academic Advising Center, 257-3015)
- What is an academic advisor and when should I see that person? (Handbook, page 1)
- How can I find out who my advisor is? (Academic Advising Center, 257-3015; my.newpaltz.edu)
- Can I take a course pass/fail? (Handbook, page 24)
- Can I repeat a course I failed or in which I received a low grade? (Handbook, page 24)
- What are the requirements for graduation? (Handbook, page 15)
- How do I apply for graduation? (Handbook, page 6)
- Where can I go if I need extra help in a course or with a writing assignment? (Handbook, page 33)
- How can I find out if classes are cancelled due to inclement weather? (Handbook, page 32)
- How is a GPA calculated? (Handbook, page 26)

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# THE ACADEMIC ADVISING CENTER:

## Who we are, what we do, and your responsibility in the advising process.

Here at SUNY-New Paltz, the Academic Advising Center, faculty members and professional staff collaborate to help students gain the knowledge, skills, and tools necessary to graduate in a timely manner. As a result of this advising system, students should be able to do the following:

- Locate and use a range of advising tools (i.e. College Progress Report, Advising Handbook, Schedule of Classes)
- Identify the purpose and requirements of the General Education Program
- Locate information regarding academic policies and procedures.
- Identify and seek assistance from campus resources or services as needed.
- Access information that increases their knowledge of New Paltz majors
- Seek guidance from advisors in a timely and appropriate manner

Academic advising is a new concept for many students. Students new to this college may have formerly relied on guidance counselors to direct their academic careers. But, there are important differences between an academic advisor and a guidance counselor. At SUNY-New Paltz, an academic advisor is a faculty member or a professional staff member who assists you with planning and making the most of your college career. Unlike guidance counselors, academic advisors are not going to pick your classes for you. Your advisor will help you select courses based on your academic background, requirements you need to fulfill, and areas of interest. But, the choice of a specific class, or at least the semester and time you take it, is often up to you. At New Paltz, you are responsible for building your own schedule based on the course offerings for that semester. After constructing a preliminary schedule, you consult with your advisor about those choices. You are also responsible for monitoring your own progress toward degree requirements, and for knowing about, and understanding, academic policies and procedures.

Another difference is that academic advisors are not going to seek you out. Advisors at New Paltz have multiple demands--they teach, are involved in research and/or creative work, have administrative responsibilities, etc. Advising is only one of their duties. In order to see your advisor you need to plan ahead. Find out when he or she will be holding office hours, or schedule an appointment. Email is

also a good way of making contact with your advisor, especially if you have a quick question. To make the most of the advising relationship you should get to know your academic advisor early in your college career. Advisors can be most helpful if they know who you are. If you only see your advisor when you need a signature, then the "advice" they provide will necessarily be limited. Make an appointment to introduce yourself and to discuss broad goals and plans. Then when the crunch of registration arrives, or you're experiencing academic difficulty, you and your advisor will already have a base on which to make decisions. Advisors can help you think about a major, what you want to do after graduation, and how to utilize the resources available to you on campus. Course scheduling and registration should flow from these broader conversations.

The Academic Advising Center plays a unique role in the advising process at New Paltz. Students without a clear idea of what major they will declare are advised by the staff in the Center, who are trained to advise students still exploring majors. First year students with a clear idea of a major are assigned to a faculty advisor in their major department.\* It is important to note that beyond assisting their own advisees, the Center staff can help all students interpret academic policies and procedures, discuss general education and college-wide degree requirements, assist with major exploration and point you in the right direction for just about any problem you encounter or question you might have. However, the Center staff are not a substitute for your own advisor. Your faculty advisor will have your advising folder, with all the information about your high school and/or previous college work, and they will have your pin which you will need for registration. Any time you need an advisor signature, your regular academic advisor should be consulted. Academic Advising staff work in partnership with departmental advisors to provide students with the information and guidance they need to be successful.

The advising website, [www.newpaltz.edu/advising](http://www.newpaltz.edu/advising), also provides resources and tools to assist you.

While there are many people on campus to help you, from your advisor, to your instructors, to the Campus Resources listed at the end of this handbook, your education is ultimately just that: Yours! Make it meaningful, successful, and something you'll be proud of in the years to come.

*\* Students in the Educational Opportunity Program (EOP) are advised by EOP staff throughout their college careers. Once an EOP student declares a major, he or she will also be assigned a departmental faculty advisor. See the description of EOP in the Campus Resources section of this handbook for a fuller description.*

# COLLEGE IS DIFFERENT THAN HIGH SCHOOL...REALLY!!!!

Everyone expects college to be more challenging than high school, but often the reasons for this difference are not made clear. It is not only that more work is assigned and that the expectations are higher. The real difference between college and high school has to do with the way learning is structured. In college learning does not take place primarily in the classroom, and you, not your professors, are responsible for what you learn.

In high school you devoted 40 hours each week to learning, about 30 hours each week in class, with an additional 10 hours each week studying at home. At New Paltz you will also spend about 40-45 hours each week devoted to learning, with 15 hours each week in class and an additional 30 hours on your own. Although the total number of hours dedicated to school has not changed drastically, the ratio of class time to homework has.

Also, because more time is allocated to homework in college than in high school, the expectations on you are much higher. You are now responsible for organizing a majority of your study time. In high school, your teacher planned most of this time for you. In college it is YOU who must be responsible for this time. Managing this shift in responsibility is one of the most important things you can do to increase your likelihood of success.

Next, let's look at how class time is used in high school versus college. In high school, your teacher often spent time going over the assigned reading and the assigned problems in class or going over important points again and again. In high school, the teacher takes responsibility for helping you to learn the basic facts.

In a college classroom, the professor expects that everyone has read the assigned material and has done the assigned problems before coming to class. The professor will not go over the material point by point. Class time is devoted to building upon the basic facts, discussing implications and applications, and sharing recent developments in the field.

If you come to class without doing the assignments first, you probably will not understand the discussion because it assumes that you already know the basics. This is especially true with

courses where knowledge is sequential, such as mathematics or science. Each time you come to class unprepared results in you falling further behind.

Knowing the differences in the way learning is structured at college can help you be successful. The key is to understand how important your time is and to use it well. Think of school as a full-time job with regular 9-5 hours. If you have sports or club activities during the day, then you will need to schedule evening hours to make up for that time. If you are a night person, then go ahead and schedule your homework time at night. Remember to include about eight hours of sleep and time for meals too.

Here are some tips for using your learning time effectively:

- Plan a balanced schedule of activities including school, work, sleep and fun.
- Study at a regular time and place.
- Take good class notes and study your notes as soon after class as possible. If this is not possible reserve some time the days of your classes to review the material.
- Limit blocks of study time to no more than two hours on one subject at a time and spread these blocks throughout the week.
- Make up for unexpected events that use up study time; remember academics are your primary responsibility.
- Try to identify the main points of each course and relate these main points to the other material.

College is different than high school, but you can be successful and still have fun. There are 168 hours in a week. If you use 45 of them for learning, and 56 for sleeping, that leaves you 67 hours to meet people, join a club, hear a concert, go to an art museum, take a walk or keep up with the news. You can do it all. Get yourself a good planner, do your scheduling, and have a great year!

# COLLEGE PROGRESS REPORT

The College Progress Report is an important resource to each student in addition to the student's advisor and The Academic Advising Center. The Progress Report is a dynamic, computer-generated report, which tracks a student's progress on all degree requirements. The Progress Report is dynamic because it changes as students add, drop and complete courses. A sample Progress Report follows. Each box on the report contains information about the student, a requirement, or how to interpret the report. Read each box carefully. The information you need to interpret the box is usually contained in the box. For example, in the upper left hand corner of requirement boxes, an abbreviation is listed indicating if the student has met the requirement (OK), has not met the requirement (NO), or will meet the requirement with courses in progress (IP). If a requirement has sub-requirements, a (+) will be listed next to any sub-requirement that has been met, and a (-) next to those which have not been met. That is, if more than one component is needed to fulfill the requirement, a (+) or (-) will be listed next to those sub-requirements depending upon whether or not each individual element is met. Examples have been circled on the sample report that follows. When a general education category remains unmet, the courses that may be used to meet the requirement will be listed. If a requirement has been satisfied by transfer credits, credits by exam, Advanced Placement credits, or placement waivers, that will be indicated on the report along with the equivalent course at New Paltz if one exists. The Progress Report also tells you your math placement level, GPA, and total, upper division and liberal arts credits completed. These important features have also been circled on the sample report. Students in majors with special General Education requirements--Engineering, Music Therapy, and Nursing--should consult with their advisors as to whether all the requirements listed are applicable.

Students can access the Report via the New Paltz homepage, [www.newpaltz.edu](http://www.newpaltz.edu). Click on [my.newpaltz.edu](http://my.newpaltz.edu) and follow the directions.

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                                N01354823
                                GEN REQ DATE: 7/09
                                ENTERED AS FRESHMAN

                                GENERAL EDUCATION 3
=====
                                ADVISOR/MAJOR INFORMATION
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Minnick, Ann M                Academic Advising WSB 03F 0 /

===== MAJOR (S)/ MINORS (S) =====
0000 Undeclared                200709          MAJOR

=====
                                GENERAL EDUCATION REQUIREMENTS - GE3
=====
(NO) COMPOSITION, ARTS AND HUMANITIES REQUIREMENT
      (MUST TAKE 1 COURSE FROM EACH AREA)
(IP)
+    COMPOSITION 1 MET
      FA07 ENGL160                3.0 B+    Freshman Composition 1

+    COMPOSITION 2 MET
      SP08 ENGL180                3.0 >>   IP Freshman Composition II
-----
+    ARTS MET
      FA07 THE230                3.0 A     Intro to Acting

+    HUMANITIES MET
      SP08 THE235                3.0 >>   IP Introduction to Theatre
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                                MATH PLACEMENT LEVEL
                                NOTE: ** - YOUR MPL IS 4
=====
NO    SCIENTIFIC INVESTIGATION REQUIREMENT
IP
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(+) MATH MET  
Met High School

+ NATURAL SCIENCE MET  
FA06 BIO000 4.0 TB- OCEANOGRAPHY  
KINGSBRO: EPS03200  
>>MATCHED AS: NSCI  
SP07 AST000 3.0 TC METEOROLOGY  
KINGSBRO: EPS03100  
>>MATCHED AS: NSCI

+ SOCIAL SCIENCE MET  
SP08 PSY272 3.0 >> IP Introductory Psychology

(NO) GLOBAL PERSPECTIVES REQUIREMENT  
FOREIGN LANGUAGE AND WORLD CIVILIZATIONS

+ FOREIGN LANGUAGE MET  
FA07 ASN100 4.0 B+ Elementary Japanese 1  
>>MATCHED AS: JPN101  
SP08 JPN102 4.0 >> IP Elementary Japanese 2

(-) WORLD CIVILIZATIONS AND CULTURES (WRLD)  
(MUST TAKE 1 COURSE)  
SELECT FROM: ANT304 ANT305 ANT378 ANT481 ARH210  
ARH342 BLK200 BLK285 BLK309 BLK311 BLK347  
ECO130 ENG211 FRN320 GEO240 JPN311 HIS181  
HIS200 HIS216 HIS277 HIS278 HON371 MUS253  
MUS330 NUR394 PHI251 PHI252 PHI270 POL229  
POL340

NO THE U S & ITS TRADITIONS REQUIREMENT

+ UNITED STATES STUDIES MET (USST)  
FA07 HIS222 4.0 C+ US History Since 1865

- CULTURAL DIVERSITY (DIVR) (MUST TAKE 1 COURSE)  
SELECT FROM: ANT303 BLK201 BLK202 BLK271 BLK340  
BLK345 BLK355 CMD202 CMM214 CMM359 ENG231  
ENG255 ENG366 HON303 JPN320 MUS252 MUS260  
SOC350 SPE106 THE237 THE327 THE420 WOM220  
WOM222 WOM315

- WESTERN CIVILIZATION (WEST)  
(MUST TAKE 1 COURSE)  
SELECT FROM: BLK325 ECO351 ENG210 ENG355 FRN319  
GER316 GER320 HIS207 HIS214 ITA261 MUS251  
PHI120 PHI211 PHI212 PHI213 PHI215 POL220  
RUS271 THE239 THE314 THE321

OTHER UNIVERSITY REQUIREMENTS  
(DOES NOT INCLUDE IN-PROGRESS COURSEWORK)

(NO) WRITING INTENSIVE REQUIREMENT (1 COURSE REQUIRED)

- NEEDS: 1 COURSE

(NO) UPPER DIVISION CREDITS REQUIREMENT - 45 CREDIT REQUIREMENT

- NEEDS: 45.0 CREDITS

(NO) LIBERAL ARTS CREDITS - BACHELOR OF ARTS - 90 CR REQUIREMNT

- 24.0 CR EARNED  
NEEDS: 66.0 CREDITS

MINIMUM CREDITS REQUIRED FOR GRADUATION IS 120  
NOTE: \*\* - YOU HAVE 21.00 CREDITS  
NOTE: \*\* - YOU HAVE 21.00 CREDITS

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GRADE POINT AVERAGE

NOTE: \*\* - YOUR CUMULATIVE GPA IS 3.19

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NEW PALTZ COURSE WORK

NOTE: \*\* - 07 PRE MATRIC CRED ACCEPTED

17.0 CR EARNED

IP >> 16.0 CREDITS

<u>SP06 ENG293</u>	3.0 AP	ENGLISH LIT/COMP AP : <u>APENGLIT3</u>
FA07 ASN100	4.0 B+	Elementary Japanese 1
FA07 ENGL160	3.0 B+	Freshman Composition 1
FA07 HIS222	4.0 C+	US History Since 1865
FA07 THE230	3.0 A	Intro to Acting
SP08 CPS104	3.0 >>	IP Visual Programming
SP08 ENGL180	3.0 >>	IP Freshman Composition II
SP08 JPN102	4.0 >>	IP Elementary Japanese 2
SP08 PSY272	3.0 >>	IP Introductory Psychology
SP08 THE235	3.0 >>	IP Introduction to Theatre

TRANSFER CREDITS

7.0 CR EARNED

<u>FA06 BIO000</u>	4.0 TB-	<u>OCEANOGRAPHY</u> <u>KINGSBRO: EPS03200</u>
<u>SP07 AST000</u>	3.0 TC	<u>METEOROLOGY</u> <u>KINGSBRO: EPS03100</u>

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ELECTIVE COURSES

SP06 ENG293	3.0 AP	ENGLISH LIT/COMP AP : APENGLIT3
SP08 CPS104	3.0 >>	IP Visual Programming
SP08 ENGL180	3.0 >>	IP Freshman Composition II

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GRADUATION APPLICATION INFORMATION

GRADUATION APPLICATIONS MUST BE FILED 1 SEMESTER PRIOR  
TO EXPECTED GRADUATION DATE. SEE DEADLINES IN THE  
ACADEMIC CALENDAR.

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ABBREVIATIONS USED IN THIS REPORT

NO = Requirement not complete	OK = Complete
IP = Course in progress	+ = Component completed
TR = Transferred course	- = Component not completed
EX = Examination/Exempt	AP = Advanced Placement
>X = Repeat course applied	>R = Repeatable course
BD = Met by degree	CP = CLEP or credit by exam
DW = Dean's Waiver	TN = Post-matric.transfer
WS = Waived by Student	(R) = Required

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Please note:

While efforts have been made to ensure the accuracy of this  
document, final responsibility for meeting graduation  
requirements is yours (the student).

# YOUR UNDERGRADUATE YEARS

**Freshmen (0-29 credits)** begin with the College's General Education Requirements. These courses are a good way to explore the range of academic programs on campus as well as develop skills in writing, researching and critical inquiry. Students typically select five classes their first semester (average 15 credits per semester to graduate in four years), all of which will be at the 100 and 200 level. For those students who have very structured curricula (engineering, many of the natural sciences, art), they will include their fields' required introductory courses in their schedules. Students should get to know their academic advisors and their instructors early, specifically to seek help if they have questions or concerns about a course or an issue affecting their academic performance. Become involved in campus life, too. The College has over 120 student organizations, as well as lectures, plays, musical performances and art exhibits available on a regular basis. You might also want to consider undertaking a community service project, such as those offered through the College's AmeriCorps Program. In short, take advantage of all New Paltz has to offer you.

**Sophomores (30-59)** continue fulfilling General Education Requirements, but also become more focused on major selection. For those who need help deciding, the Career Resource Center (CRC) works in concert with Academic Advising staff to provide programs and resources that assist students in major selection. In addition, looking at the homepages of academic departments is a good way of learning about majors. Access is available via the New Paltz webpage, [www.newpaltz.edu](http://www.newpaltz.edu). Now is also the time to start thinking about internships, which CRC can assist with, as well as studying abroad, with which the Center for International Programs can be helpful. (See the section on campus resources for office locations and phone numbers). Once you have declared your major, you will be assigned a new academic advisor in your major department. Make sure you get to know that person early so you can establish a relationship that will last for your entire college career. Now may also be the time to think about deepening your campus involvement, perhaps taking on a leadership position in a student organization, or being a Resident Assistant or an Orientation Leader. And work experiences, either in the summer or during the school year, are good ways of clarifying interests, strengths and goals.

**Juniors (60-89)** typically take courses for their major(s) while also completing upper division electives or working on a minor(s). For those considering graduate or professional school, now is the time to begin exploring the possibilities and the requirements. Many graduate and professional programs require you to complete special entrance examinations (the LSAT, MCAT, GRE, etc.), and most students take these early in their senior year. This is also the time for those who plan on full-time work after graduation to begin, or intensify, the search process. Be sure to attend a career fair, or a special recruitment event, to explore

your options and get feedback on your resume. CRC has a credential file service, too, through which references may be kept on file to support applications for employment or graduate school. Begin talking seriously with your academic advisor and instructors about your plans and assessing their ability to write on your behalf. Also consider seeking an internship or summer position that will provide direct experience in your chosen career field.

**Seniors (90-120)**, it's time to finish with a flourish! You should be wrapping up your major requirements, as well as completing any lingering General Education or college-wide degree requirements. Make an appointment with your advisor at least two semesters prior to graduation to assure you know exactly what is left to complete. Formal applications for graduation must be submitted to Records and Registration the semester before you intend to graduate. Check the Academic Calendar for the exact deadline each semester. The application must be accompanied by a major plan and, for students in the education curricula, a curriculum plan and an application for teaching certification. You should also be nailing down your post-graduation plans, whether that is full-time employment, graduate school, travel or community service.

For more information about how to make the most of your undergraduate career go to the link for Students at [newpaltz.edu/advising](http://newpaltz.edu/advising).



## STUDENT SUCCESS TIP

Research suggests that commitment to either an academic or occupational goal is the single most important factor in persistence towards graduation.

# COURSE PLACEMENT

Students who begin their college careers at New Paltz are placed into composition, critical thinking, mathematics and foreign language based on their preparation in high school and tests taken during orientation.

## Composition/Critical Thinking

First year students complete a writing assessment during orientation. The assessment determines which section of composition is appropriate for them (Honors English, Composition, Composition for English as a Second Language Students (ESL), Composition with a Supplemental Writing Workshop (SWWW), or Composition SWWW-ESL). Students who still need to develop the ability to analyze arguments made in academic texts, or to make their own arguments, will also be placed into a Critical Thinking course which will help them develop these skills. All students, unless they are bringing in college credit for Composition, whether through Advanced Placement or transfer credit, must take this assessment.

## Mathematics

Entering students are given a Math Placement Level (MPL) based on their high school record (if freshmen) or college record (if transfers). All courses in the GEIII Math category require a minimum MPL of 3. Students who are assigned an MPL lower than 3 have several options: consult with the Math Placement Specialist at orientation to see if the level can be raised based on work completed after acceptance; take a course at New Paltz to raise the level; take a Math placement exam. Math placement exams are given by the Math department at the beginning of each semester. Sample exam questions may be obtained from the Math department web site, [www.newpaltz.edu/math](http://www.newpaltz.edu/math). The dates and times of the placement exams can also be found on the web site.

## Foreign Language

Students are placed into the appropriate level of a foreign language course based on their prior experience in that language:

- Students with three years of a language in high school, who scored more than 80% for a final grade in the final course and/or more than 80 on the NYS Regents exam, and did so within the last three years MUST continue with Intermediate 1 (201) in that language if they are going to use that language to meet the Foreign Language Requirement at New Paltz. One course at the Intermediate or Advanced level meets the general education requirement.
- Students who scored less than 80% for a final grade in the final course and/or less than 80 on the NYS Regents exam, and did so within the last three years, MAY step down one level to Elementary 2 (102) in that language if they are going to use that language to meet the Foreign Language Requirement at New Paltz; students must complete both Elementary 2 and Intermediate 1 to complete the requirement, because students beginning in the elementary level of a language are required to take two courses.
- Students who completed their last foreign language course within the last four years MAY step down one level to Elementary 2 (102) in that language if they are going to use that language to meet the Foreign Language Requirement at New Paltz; students must complete both Elementary 2 and Intermediate 1 to complete the requirement, because students beginning in the elementary level of a language are required to take two courses.
- Students who scored less than 80% for a final grade in the final course and/or less than 80 on the NYS Regents exam, and did so over four years ago MAY step down two levels to Elementary 1 (101) in that language if they are going to use that language to meet the Foreign Language Requirement at New Paltz; students must complete both Elementary 1 and Elementary 2 to complete the requirement, because students beginning in the elementary level of a language are required to take two courses.
- Students who have college credit for Elementary 1 and Elementary 2, Elementary 2 and Intermediate 1, or Intermediate 1 or higher in a language will have the Foreign Language Requirement met at New Paltz, if they have their official college transcripts or AP or IB exam scores sent to the Office of Admissions.
- Students who have college credit for Elementary 1 must continue on to Elementary 2 if they are going to use that language to complete the Foreign Language Requirement at New Paltz; students who have college credit for Elementary 2 must continue on to Intermediate 1 if they are going to use that language to complete the Foreign Language Requirement. Students must have their official college transcripts or AP or IB exam scores sent to the Office of Admissions to receive credit for the previous college work and have that work contribute to meeting their Foreign Language Requirement at New Paltz.
- Transfer students who have waivers may apply them to the second course required to meet the Foreign Language Requirement. That is, all transfers students must complete at least one course in a foreign language to meet the Foreign Language Requirement at New Paltz, but they may apply a waiver if they have one to the second course that is required to meet the requirement.
- Students may begin a new language to meet the Foreign Language Requirement at New Paltz. Students without prior experience in a language begin in the Elementary 1 (101) level of that language; students must complete both Elementary 1 and Elementary 2 to complete the requirement, because students beginning in the elementary level of a language are required to take two courses.
- Foreign Language exams in Spanish, French and German will be offered during Freshmen Orientation for students who wish to place higher than the placement guidelines described here.

# GENERAL EDUCATION III REQUIREMENTS

**General Education III** is the set of requirements in effect for freshmen and transfer students who matriculate\* at New Paltz Fall 2003 or later. Students under earlier general education programs should consult with the Academic Advising Center.

## THE GOALS OF GENERAL EDUCATION III

The General Education III Program was developed collaboratively by the faculty and students of SUNY New Paltz. It reflects the mission and characteristics of the college and an appreciation for the changing conditions of knowledge, pedagogy, and the contemporary world. The program exposes students to the areas of knowledge that characterize a broadly educated person and it is designed to assist them in developing a global perspective as well as an understanding of the traditions and complexities of a democratic society. Balancing learning experiences in four different knowledge areas—Arts and Humanities, Scientific Investigations, Global Perspectives, and The United States and Its Traditions—the General Education program provides both discipline-based and interdisciplinary opportunities for advancing knowledge. A defining feature of General Education III is its attention to developing the capacities of students to think critically while providing them with the breadth and depth of knowledge that will allow them to become active citizens and productive members of their society. Students develop the capacity for critical thinking as their competencies in the areas of Effective Expression, Systematic Inquiry, Information Literacy, and Ethical Reflection are addressed in both lower-division and upper-division courses throughout the program.

## THE STRUCTURE OF GENERAL EDUCATION III

<b>Knowledge Areas</b>			
<b>Arts &amp; Humanities</b>	<b>Scientific Investigations</b>	<b>Global Perspectives</b>	<b>The United States and Its Traditions</b>
Composition (two courses)	Mathematics (none to three courses depending on placement)	World Civilizations & Cultures (one course)	United States Studies (one course)
Humanities (one course)	Natural Sciences (two courses)	Foreign Language (one or two courses depending on placement)	Western Civilization (one course)
Arts (one course)	Social Sciences (one course)		Diversity (one course)
12 Credits minimum	12 Credits minimum	6-9 Credits minimum	9 Credits minimum

The following Critical Thinking Competencies are embedded in Knowledge Area Courses: Systematic Inquiry (SI), Effective Expression (EE-Written, EE-Oral, EE-Aesthetic), Information Literacy (IL), Ethical Reflection (ER). While students are not required to complete a minimum number of courses with these designations, students who are interested in developing these skills are encouraged to seek out courses with those stated emphases.

\* Matriculation pertains to the first semester a student is registered for courses at the College, whether or full or part-time, after formal admission.

## GEIII AND THE SUNY GENERAL EDUCATION REQUIREMENT (GER)

The requirement for a system-wide set of general education requirements went into effect for students matriculating into the SUNY system Fall 2000 or later. One course in each of the following ten content categories is now required of students graduating from any SUNY school. In parentheses are the abbreviations for the system-wide requirements at New Paltz:

English (COMP)	Math (MATH)
US History (USST)	Non-West Civ (WRLD)
Art (ART)	Natural Science (NSCI)
Western Civ (WEST)	Foreign Lang (FLNG)
Humanities (HUM)	Social Science (SSCI)

*GEIII exceeds these SUNY minimums in the following ways:*

NSCI (Second course)  
FLNG (Second course)  
Diversity (1 course)

Students who are transferring to New Paltz with an AA or an AS degree are required to meet only the system-wide categories. The New Paltz requirements that exceed the system-wide minimums will be considered met by virtue of degree upon receipt of the final transcript showing the degree award. The abbreviation "BD" will be listed next to a category which has been met "by degree." The Progress Report will reflect this.

Students who transfer to New Paltz without a degree are required to complete the New Paltz general education program in its entirety. Students may, however, apply waivers to non-system-wide categories. Students without a degree are eligible for waivers based on the total number of pre-matriculated credits transferred: 45 credits transferred yields one-3 credit waiver; 60 credits transferred yields two-3 credit waivers; and 75 credits transferred yields three-3 credit waivers. The waivers will be applied in the following order: NSCI, FLNG, DIVR. Students with questions should contact the Academic Advising Center about this process.

Transfer students who matriculated at a SUNY/CUNY institution before Fall 2000 and have earned, or will earn, an AA or AS degree (though not an AAS degree), are considered to have fulfilled their general education requirements. The student will be waived of all current general education requirements (both SUNY-wide and native to New Paltz). This is true even if the student attended one SUNY/CUNY institution and transferred to another and will receive the AA/AS degree.



### STUDENT SUCCESS TIP

Start a file in which to keep copies of all materials related to your undergraduate career. This includes tuition statements, registration forms, major plans, grade reports, letters from the College, etc. They are your protection from human and computer errors. Always make copies of papers you hand in for a course, and keep back-ups of your work on computer disks. And retain the papers and exams you receive back with comments; often faculty will ask to see these once again when you ask for a letter of recommendation.

## GE III COURSES

Check [www.newpaltz.edu/GEIII](http://www.newpaltz.edu/GEIII) for updates. The schedule of classes will also list additions to each category as they are approved.

NOTE: A grade of D- or higher in a course is needed for it to apply to a general education requirement. Courses under the S/U grade base may not be used to satisfy general education courses. However, the course may be used if the student received a D-or higher and reselects the letter grade.

Freshmen are restricted to taking courses at the 100 & 200 level. Students must have 27 credits completed or in progress before they can register for 300 level courses. Courses approved for GE and major requirements may be used to satisfy both requirements.

Students majoring in Engineering, Music Therapy or Nursing should consult with their advisors regarding amendments to their General Education Programs.

## COMPOSITION, ARTS AND HUMANITIES

### Composition (COMP)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
English	ENG160	Composition 1	.COMP	3			✓		✓	
English	ENG180	Composition 2	.COMP	3		✓	✓		✓	
English	ENG205	Honors English 1	.COMP	3		✓	✓		✓	
English	ENG206	Honors English 2	.COMP	3		✓	✓		✓	

### Arts (ART)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Art St	ART103	Integrated Design II	.ART	3	✓					
Art St	ART105	Intro to Drawing & Design	.ART	3	✓					
Art St	ART110	Intro to Ceramics	.ART	3	✓					
Art St	ART120	Intro to Metal	.ART	3	✓					✓
Art St	ART140	Intro to Painting	.ART	3	✓					
Art St	ART150	Intro to Photography	.ART	3	✓					
Art St	ART160	Intro to Printmaking	.ART	3	✓					✓
Art St	ART170	Intro to Sculpture	.ART	3	✓					
Art Ed	ARE200	Art Criticism	.ART	3	✓		✓		✓	
Art Hist	ARH200	Intro to Visual Arts	.ART	3	✓					
Art Hist	ARH201	Art of the Western World 1	.ART	3	✓					
Art Hist	ARH202	Art of the Western World 2	.ART	3	✓					
Art Hist	ARH348	History of Film	.ART	3	✓		✓			
Music	MUS141	College Youth Symphony*	.ART	1	✓					
Music	MUS142	College-Community Chorale	.ART	1	✓					
Music	MUS143	Symphonic Band*	.ART	1	✓					
Music	MUS144	Concert Choir*	.ART	1	✓					
Music	MUS162	Chamber Jazz Ensemble*	.ART	1	✓					
Theatre	THE209	Live Theatre Experience	.ART	3	✓					
Theatre	THE230	Intro. to Acting	.ART	3	✓					
Theatre	THE233	Western Drama I	.ART	3			✓			
Theatre	THE322	Theatre History II	.ART	3			✓			
Theatre	THE326	20th C. Design	.ART	3			✓			

\*requires audition; students taking one credit courses must take three to meet this requirement.

### Humanities (HUM)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Black St	BLK272	Rap and Spoken Word	.HUM	3		✓	✓			
Black St	BLK268	Survey of Black Am. Lit	.HUM	3		✓	✓			
Black St	BLK315	Black & Latino Child Lit	.HUM	3			✓			
Comm	CMM433	Aesthetics & Criticism of TV	.HUM	3			✓			
English	ENG200	Anal & Interpret Lit	.HUM	3			✓			
English	ENG230	Women in Literature	.HUM	3			✓			
English	ENG307	The Novel	.HUM	3			✓	✓		
English	ENG308	Short Story	.HUM	3			✓	✓		
English	ENG475	Narrative Medicine	.HUM	3		✓	✓	✓		
For Lang	FRN375	French Lit Before 1800	.HUM	4		✓	✓			
For Lang	FRN376	French/Franco Lit After 1800	.HUM	4			✓			
For Lang	GER317	Classic German Lit in English	.HUM	3		✓				
For Lang	GER318	20th C. German Lit in Eng	.HUM	3		✓				
For Lang	GER319	Women in Germ Lit/Film	.HUM	4			✓	✓		
For Lang	JPN300	Japanese Aesthetics & Culture	.HUM	3	✓					
For Lang	JPN310	Japanese Poetry	.HUM	3	✓					
For Lang	ITA332	Italian Lit in English II	.HUM	3		✓	✓			
Music	MUS100	World of Music	.HUM	3	✓					
Music	MUS109	Intro to Music	.HUM	3	✓					
Music	MUS160	History of Jazz	.HUM	3			✓			
Music	MUS333	Music Since 1750	.HUM	3			✓		✓	
Phil	PHI130	Intro Phil: Problems	.HUM	3			✓	✓		✓
Phil	PHI343	Aesthetics	.HUM	3			✓			✓
Phil	PHI344	Philosophy of the Arts	.HUM	3			✓			✓

For Lang	RUS371	Russian Lit in English . . . . .	HUM	3	✓					
Theatre	THE234	Western Drama II . . . . .	HUM	3				✓		
Theatre	THE235	Intro to Theatre . . . . .	HUM	3				✓		
Theatre	THE371	Page to Stage . . . . .	HUM	3				✓		

## SCIENTIFIC INVESTIGATIONS

### Mathematics (MATH)

All courses in the GEIII Math category require a minimum MathPlacement Level (MPL) of 3. Students who have not met the requirement and do not have a level 3 have two options for raising the level and becoming eligible to take courses to meet the requirement. Students pursuing majors in the School of Business, the School of Science and Engineering or the Economics and Philosophy majors in the College of Liberal Arts and Sciences need to have an MPL of 4; a C- or better in College Algebra will raise the level to a 4. Students with an MPL of 1 or 2 will take College Algebra A (MAT093) followed by College Algebra B (MAT193) to achieve that end; students with an MPL of 3 will take the regular one-semester College Algebra (MAT152) course. These students will then be required to take an additional course for their majors that will satisfy the GEIII math requirement. Students pursuing all other majors will take College Math (MAT151) to raise their level to a 3, which will enable them to then take a GEIII math course. Students with an MPL of 5 or higher have met the math requirement. Students who have questions about their MPL or want to take a Math Placement Exam to raise their level may contact Academic Advising or the Math Placement Specialist in the Math Department.

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Business	BUS309	Stats for Bus & Econ I* . . . . .	MATH	3						✓
Linguistics	LIN365	Semantics . . . . .	MATH	3						✓
Math	MAT181	PreCalculus* . . . . .	MATH	4						✓
Math	MAT182	Graphs and Optimization . . . . .	MATH	3						✓
Math	MAT183	Intro to Math Modeling . . . . .	MATH	3						✓
Math	MAT184	Elements of Geometry . . . . .	MATH	3						✓
Math	MAT185	Statistics and Public Policy . . . . .	MATH	3					✓	✓
Math	MAT186	Infinity and Infinite Processes . . . . .	MATH	3						✓
Math	MAT240	Math for Elem Teach II** . . . . .	MATH	3						✓
Math	MAT241	Intro Statistics* . . . . .	MATH	3						✓
Phil	PHI201	Symbolic Logic* . . . . .	MATH	3			✓			
Psy	PSY275	Psych Statistics** . . . . .	MATH	4						✓
Soc	SOC307	Social Statistics** . . . . .	MATH	3						✓

\*requires an MPL of 4 \*\* These courses have prerequisites beyond MPL.

### Natural Science (NSCI)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Anth	ANT215	Biological Anth . . . . .	NSCI	4						✓
Anth	ANT301	Human Evolution . . . . .	NSCI	3			✓			✓
Ast	AST201	Exploring the Solar System . . . . .	NSCI	3						✓
Ast	AST202	Exploring the Universe . . . . .	NSCI	3						✓
Bio	BIO111	Intro to Animal Life . . . . .	NSCI	3						✓
Bio	BIO112	Biology Today . . . . .	NSCI	3						✓
Bio	BIO115	Intro Plant Life . . . . .	NSCI	3						✓
Bio	BIO170	Human Biology . . . . .	NSCI	3						✓
Bio	BIO201	Gen Biology I . . . . .	NSCI	4						✓
Bio	BIO202	Gen Biology II . . . . .	NSCI	4						✓
Bio	BIO210	Intro to Biology . . . . .	NSCI	3						✓
Chem	CHE100	Environmental Chemistry . . . . .	NSCI	3						✓
Chem	CHE182	Chemistry in Art . . . . .	NSCI	3						✓
Chem	CHE201	General Chemistry I . . . . .	NSCI	4						✓
Chem	CHE202	General Chemistry II . . . . .	NSCI	4						✓
Engineering	EGG250	Renewable Energy . . . . .	NSCI	3						✓
Geog	GEO273	Physical Geography . . . . .	NSCI	3						✓
Geog	GEO285	Geog of Hazards . . . . .	NSCI	3						✓
Geology	GLG120	Weather and Environment . . . . .	NSCI	4						✓
Geology	GLG205	Environmental Geology . . . . .	NSCI	3						✓
Geology	GLG220	Physical Geology . . . . .	NSCI	4						✓
Physics	PHY100	Physics for Inqr Mind . . . . .	NSCI	3						✓
Physics	PHY201	General Physics I . . . . .	NSCI	4						✓
Physics	PHY202	General Physics II . . . . .	NSCI	4						✓
Physics	PHY221	Fundamental Physics I . . . . .	NSCI	4						✓
Physics	PHY222	Fundamental Physics II . . . . .	NSCI	4						✓

### Social Science (SSCI)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Anth	ANT211	Gen Anthropology	.SSCI	3						✓
Anth	ANT213	Intro Archaeology	.SSCI	3						✓
Anth	ANT214	Cultural Anthropology	.SSCI	3						✓
Anth	ANT250	Ecological Anthropology	.SSCI	3						✓
Black St	BLK100	Intro to Black Studies	.SSCI	3			✓			✓
Black St	BLK350	Cont. Soc. Issues	.SSCI	3						✓
Comm	CMM101	Media and Society	.SSCI	3						✓
Econ	ECO200	Current Econ Issues	.SSCI	3						✓
Econ	ECO206	Principles of Micro	.NSCI	3						✓
Econ	ECO207	Principles of Macro	.SSCI	3						✓
Ed Stud	EDS371	Child Psych & Devel	.SSCI	3		✓				
Ed Stud	EDS372	Devel Adolescent	.SSCI	3			✓	✓		
Geog	GEO252	Economic Geography	.SSCI	3						✓
Geog	GEO274	Environ & Culture	.SSCI	3						✓
Ling	LIN201	Intro Linguistics	.SSCI	3						✓
Pol Sci	POL227	Intro to Int'l Politics	.SSCI	4						✓
Psy	PSY272	Introductory Psychology	.SSCI	3				✓		✓
Soc	SOC100	Intro to Sociology	.SSCI	3				✓		✓
Soc	SOC250	Crime & Society	.SSCI	3				✓		✓

### GLOBAL PERSPECTIVES

#### Foreign Languages (FLNG)

Students who begin the elementary level of a language must take two semesters; students who begin at the intermediate level or higher are only required to take one semester to complete this requirement. See information on placement elsewhere in this Handbook. Multi-lingual students and students whose first language is not English may be exempt from this requirement. Students with questions about their status should contact Academic Advising.

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
For Lang	ARB101	Arabic I	.FLNG	4		✓	✓			
For Lang	ARB102	Arabic II	.FLNG	4		✓	✓			
For Lang	CHI101	Elem Chinese I	.FLNG	4		✓	✓			
For Lang	CHI102	Elem Chinese II	.FLNG	4		✓	✓			
For Lang	CHI201	Inter Chinese I	.FLNG	4		✓	✓			
For Lang	CHI202	Inter Chinese II	.FLNG	4		✓	✓			
For Lang	CHI301	Chinese Comp & Conv I	.FLNG	3		✓	✓			
For Lang	FRN101	Elem. French I	.FLNG	3		✓	✓			
For Lang	FRN102	Elem. French 2	.FLNG	3		✓	✓			
For Lang	FRN201	Int. French I	.FLNG	3		✓	✓			
For Lang	FRN202	Int. French 2	.FLNG	3		✓	✓			
For Lang	FRN301	French Comp & Conv I	.FLNG	3		✓	✓			
For Lang	FRN302	French Comp & Conv II	.FLNG	3		✓	✓			
For Lang	GER101	Elem German I	.FLNG	3		✓	✓			
For Lang	GER102	Elem German II	.FLNG	3		✓	✓			
For Lang	GER201	Inter German I	.FLNG	3		✓	✓			
For Lang	GER202	Inter German II	.FLNG	3		✓	✓			
For Lang	GER311	German Comp & Conv I	.FLNG	3		✓	✓			
For Lang	GER312	German Comp & Conv II	.FLNG	3		✓	✓			
For Lang	KIS101	Elem KiSwahili I	.FLNG	3		✓	✓			
For Lang	KIS102	Elem KiSwahili II	.FLNG	3		✓	✓			
For Lang	KIS201	Inter KiSwahili I	.FLNG	3		✓	✓			
For Lang	HEB101	Elem Hebrew I	.FLNG	3		✓	✓			
For Lang	HEB102	Elem Hebrew II	.FLNG	3		✓	✓			
For Lang	HEB201	Inter Hebrew I	.FLNG	3		✓	✓			
For Lang	JAP101	Elem Japanese I	.FLNG	4		✓	✓			
For Lang	JAP102	Elem Japanese II	.FLNG	4		✓	✓			
For Lang	JAP201	Inter Japanese I	.FLNG	4		✓	✓			
For Lang	JAP202	Inter Japanese II	.FLNG	4		✓	✓			
For Lang	JAP301	Japanese Comp & Conv	.FLNG	3		✓	✓			
For Lang	ITA101	Elem Italian I	.FLNG	3		✓	✓			
For Lang	ITA102	Elem Italian II	.FLNG	3		✓	✓			
For Lang	ITA201	Inter Italian I	.FLNG	3		✓	✓			
For Lang	ITA202	Inter Italian II	.FLNG	3		✓	✓			

For Lang	ITA301	Ital Comp & Conv I	.FLNG	3		✓	✓			
For Lang	LAT101	Elem Latin I	.FLNG	3		✓	✓			
For Lang	LAT102	Elem Latin II	.FLNG	3		✓	✓			
For Lang	LAT201	Inter Latin I	.FLNG	3		✓	✓			
For Lang	RUS101	Elem Russian I	.FLNG	3		✓	✓			
For Lang	RUS102	Elem Russian II	.FLNG	3		✓	✓			
For Lang	RUS201	Inter Russian I	.FLNG	3		✓	✓			
For Lang	RUS202	Inter Russian II	.FLNG	3		✓	✓			
For Lang	RUS301	Russian Comp & Conv I	.FLNG	3		✓	✓			
For Lang	RUS302	Russian Comp & Conv II	.FLNG	3		✓	✓			
For Lang	SPA101	Elem Spanish I	.FLNG	3		✓	✓			
For Lang	SPA102	Elem Spanish II	.FLNG	3		✓	✓			
For Lang	SPA201	Inter Spanish I	.FLNG	3		✓	✓			
For Lang	SPA202	Inter Spanish II	.FLNG	4		✓	✓			
For Lang	SPA301	Spanish Comp & Conv I	.FLNG	4		✓	✓			
For Lang	SPA315	Spanish for Native Speakers	.FLNG	4				✓		
For Lang	SPA361	Spanish Comp & Conv II	.FLNG	4		✓	✓			

American Sign Language may be used to fulfill the foreign language requirement in the following cases: Communication Disorders majors; by petition, students who are in programs leading to careers in health or social service agencies; students who have documented their foreign language disability with the Disability Resource Center. Transfer students who have taken two semesters of ASL at their prior school will be considered to have the foreign language requirement met at SUNY New Paltz. Students with questions about the petitioning process should contact Academic Advising. Students with questions about documenting a foreign language disability should contact the Disability Resource Center. Students with questions about ASL placement should contact Academic Advising or the Communication Disorders Department.

## World Civilizations and Cultures (WRLD)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Anth	ANT304	Ancient Mesoamerica	.WRLD	3						✓
Anth	ANT305	So. American Indians	.WRLD	3						✓
Anth	ANT378	Cultures of India	.WRLD	3						✓
Anth	ANT481	Transcultural Health	.WRLD	3						✓
Art Hist	ARH210	Images/Ideas in Asian Art	.WRLD	3	✓		✓			
Art Hist	ARH342	Arts of Japan	.WRLD	3	✓					
Black St	BLK200	Intro to Africa	.WRLD	3				✓		✓
Black St	BLK285	Intro to Black Psy	.WRLD	3			✓			
Black St	BLK309	Afro-Brazil History	.WRLD	3			✓			
Black St	BLK311	Blacks in Caribbean	.WRLD	3			✓			
Black St	BLK347	History of South Africa	.WRLD	3			✓			✓
Econ	ECO130	Economics of Global	.WRLD	3						✓
English	ENG211	Great Books: Asian	.WRLD	3			✓	✓		
For Lang	FRN320	Francophone Cultures	.WRLD	4		✓	✓			
Geog	GEO240	World Geography	.WRLD	3						✓
For Lang	JPN311	Japanese Fiction	.WRLD	3			✓			
History	HIS181	History of the Bomb	.WRLD	3		✓		✓		
History	HIS200	Ancient World	.WRLD	4			✓			✓
History	HIS216	Modern China	.WRLD	4			✓		✓	
History	HIS277	Latin Am Hist to 1865	.WRLD	4						✓
History	HIS278	Latin Am Hist Since 1865	.WRLD	4						✓
Music	MUS253	Pop Culture of China	.WRLD	3						✓
Music	MUS330	Music Cultures of World	.WRLD	3						✓
Nursing	NUR394	Non-Western Health	.WRLD	3		✓	✓	✓		
Phil	PHI251	Indian Philosophy	.WRLD	3			✓	✓		✓
Phil	PHI252	Chinese and Japanese Phil	.WRLD	3			✓	✓		✓
Phil	PHI270	Religions of the World	.WRLD	3			✓	✓		✓
Pol Sci	POL229	Intro Comparative Politics	.WRLD	4						✓
Pol Sci	POL340	African Politics	.WRLD	3		✓	✓			✓

## THE UNITED STATES AND ITS TRADITIONS

### United States Studies (USST)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Anth	ANT315	Hist Archaeology	.USST	3			✓			✓
Art Hist	ARH382	American Art	.USST	3			✓			✓
Black St	BLK330	Race & Racism in History	.USST	3		✓	✓			

Black St	BLK331	Am Civil Rights	USST	3							✓
Black St	BLK369	History of Terr Blks/Natives	USST	3			✓	✓			
Econ	ECO100	Amer Economic Dev	USST	3							✓
Ed Stud	EDS340	Social & Phil Found Ed	USST	3				✓			
History	HIS151	American Heroes	USST	3				✓			✓
History	HIS221	US History to 1865	USST	4							✓
History	HIS222	US History Since 1865	USST	4				✓	✓		
Pol Sci	POL216	Am Gov't and Politics	USST	4							✓
Soc	SOC220	Social Inequality	USST	3							✓
Wo St	WOM311	Women and Work	USST	3				✓			
Wo St	WOM316	Hist of Wmn US to 1880	USST	3				✓	✓		
Wo St	WOM317	Hist of Wmn US from 1880	USST	3				✓	✓		

### Diversity (DIVR)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Anth	ANT303	Indians of N. America	DIVR	3						✓
Black St	BLK201	Black History I	DIVR	3			✓	✓		
Black St	BLK202	Black History II	DIVR	3			✓	✓		
Black St	BLK271	Black Sociology	DIVR	3				✓		
Black St	BLK340	Psy of Black Americans	DIVR	3						✓
Black St	BLK345	Black & Latino Leadership	DIVR	3			✓	✓		
Black St	BLK355	Black Family	DIVR	3				✓		
Comm	CMM202	Deaf Culture & Heritage	DIVR	3			✓			
Comm	CMM214	Storytelling and Culture	DIVR	3			✓			
Comm	CMM359	Comm Among Culture	DIVR	3						✓
English	ENG231	Am. Wo. Writers 20th C.	DIVR	3				✓	✓	
English	ENG255	Cont. Soc. & Cultural Issues in Lit	DIVR	3				✓		
English	ENG366	Ethnic Lit of US	DIVR	3				✓	✓	
For Lang	JPN320	Asian Americans 3	DIVR	3					✓	
Music	MUS252	Music of the New World	DIVR	3	✓					
Music	MUS260	History of Rock	DIVR	3	✓					✓
Soc	SOC350	Intro to Human Services	DIVR	3				✓	✓	✓
Special Ed	SPE106	Multiple Voices	DIVR	3					✓	
Theater	THE237	African-Am. Drama	DIVR	3			✓			
Theatre	THE327	Race Gender Performance	DIVR	3					✓	
Theatre	THE420	Am Musical Theatre	DIVR	3				✓		
Wo St	WOM220	Women: Images/Reality	DIVR	4				✓		
Wo St	WOM222	The Queer Experience	DIVR	3				✓		
Wo St	WOM315	Women with Women	DIVR	3				✓		

### Western Civilizations (WEST)

DEPT.	CRS #	NAME	GE III	CREDITS	EE-A	EE-O	EE-W	ER	IL	SI
Black St	BLK325	History of Slavery	WEST	3			✓	✓		
Econ	ECO351	History of Econ Thought	WEST	4					✓	✓
English	ENG210	Great Books: Western	WEST	3				✓	✓	
English	ENG355	The Bible	WEST	3				✓		
For Lang	FRN319	French Civilization	WEST	3			✓	✓		
For Lang	GER316	Germany Today	WEST	3			✓			
For Lang	GER320	Jews in Germany	WEST	3				✓	✓	
History	HIS207	Medieval Europe	WEST	4						✓
History	HIS214	Modern Europe	WEST	4						✓
For Lang	ITA261	Italian Society in Film	WEST	4			✓			
Music	MUS251	Masterworks of Western Music	WEST	3	✓					
Phil	PHI120	Intro Phil: Classics	WEST	3				✓	✓	✓
Phil	PHI211	Ancient Greek Philosophy	WEST	3				✓	✓	✓
Phil	PHI215	Modern Philosophy	WEST	3				✓		✓
Phil	PHI310	Later Greek and Roman Phil	WEST	3				✓	✓	✓
Phil	PHI311	Med & Ren Philos	WEST	3				✓	✓	✓
Pol Sci	POL220	Classic & Medieval Thought	WEST	4				✓		
For Lang	RUS271	Russian Culture	WEST	3			✓	✓		
Theatre	THE239	History of Fashion	WEST	3						✓
Theatre	THE314	Period Styles	WEST	3				✓		
Theatre	THE321	Theatre History I	WEST	3				✓		

# COLLEGE-WIDE DEGREE REQUIREMENTS

Only those students who have been formally admitted to the College through the general admissions process are considered to be degree candidates.

No student may graduate under college-wide requirements obsolete more than 10 years.

The following are the degree requirements for students who entered the College as freshmen in the Fall of 1993 and after and for students who entered as transfers in the Fall of 1994 and after.

## 1. Completion of 120 academic credits.

## 2. Completion of the General Education Program.\*

## 3. Completion of a minimum number of liberal arts credits:

- 90 for the Bachelor of Arts degree
- 60 for the Bachelor of Science degree
- 48 for the Bachelor of Science in Art Education degree
- 30 for the Bachelor of Fine Arts degree

Most courses offered by the College are liberal arts courses. Liberal arts courses are designated in the Schedule of Classes with an "LA". Courses which are technical, professional or skill oriented are called "Non-liberal Arts" courses and have no designation in the Schedule of Classes. Transfer credits, which are evaluated as liberal arts, are applied to this requirement.

The difference between a Bachelor of Arts (BA) and a Bachelor of Science (BS) degree is the number of credits completed in liberal arts courses.

## 4. Completion of a minimum of 45 credits of upper division courses:

Any course at the 300 or 400 level satisfies this requirement. The course level number is the first number in the alpha/numeric course code. For example, ECO303, a 300-level course in Money and Banking, is listed in the Schedule of Classes as ECO303. The three letters denote the department; the three numbers are the course code. Freshmen may take only lower division courses, unless they are placed into an upper division course due to proficiency. Transfer credits, which are evaluated as upper division, are applied to this requirement.

## 5. Completion of a minimum of 30 credits in residence. Of these 30 credits, the final 15 must be in residence.

Work taken "in residence" comprises courses offered by SUNY New Paltz or in an overseas program sponsored by SUNY New Paltz or any SUNY-funded overseas program. Residence credit also includes courses taken while enrolled as a non-matriculated student at the College. SUNY New Paltz courses offered at locations other than the main campus (eg. Sullivan) are considered residential credits. Transfer credits and credit earned through examination are not residential credit. New Paltz courses offered on-line are considered residency credits, but on-line courses taken elsewhere, including the SUNY Learning Network, are considered transfer credits and therefore do not count towards residency.

## 6. Completion of academic major requirements:

Students will be expected to fulfill the major requirements that are in effect at the date of the declaration or redeclaration of their major. One-half of the major credits must be taken in residence, as defined above.

## 7. A minimum cumulative grade point average of C (2.00 on a 4.00 grading scale):

For information on how to compute a cumulative average, see the section of the Advising Handbook on GPA calculation.

**8. A writing intensive course taught at New Paltz.** This applies to all New Paltz students, including transfer students, except those who are pursuing a second Bachelors degree. See list of approved courses on the following pages.

*\* Students who leave New Paltz and are readmitted within six semesters of their departure will continue under the general education requirements which were in effect upon their departure. Students who are readmitted after a six-semester absence will be under the general education requirements that are current upon their readmission. Students who are readmitted after a dismissal will be subject to the general education requirements in effect upon their readmission.*



## COURSES WHICH MEET THE WRITING INTENSIVE REQUIREMENT

DEPARTMENT	COURSE #	COURSE TITLE
<b>Anthropology</b>	ANT414	Ritual Drama
	ANT470	Ethnographic Fieldwork
<b>Art Studio</b>	ARS490	Senior Art Seminar
	ARS491	BA/BS (Capstone)
<b>Art Education</b>	ARE200	Art Criticism
<b>Art History</b>	ARH357	American Art and Society 1900 - 1950
	ARH456	Theory and Approaches
<b>Asian Studies</b>	ASN300	Japanese Aesthetics & Culture
<b>Biology</b>	BIO490	Seminar in Biology
<b>Black Studies</b>	BLK320	Contemporary Black American Lit
	BLK360	Politics of U.S. Black Community
	BLK364	History of Black Political Thought
	BLK490	Senior Seminar in Black Studies
<b>Business Administration</b>	BUS450	Strategic Management
<b>Chemistry</b>	CHE323	Experimental Physical Chemistry
<b>Communication Disorders</b>	CMD406	Diagnosis in Speech Language Pathology
	CMD473	Clinical Methods/Audiology
<b>Communication &amp; Media</b>	CMM313	Public Affairs Reporting
	CMM332	Journalism 2
	CMM461	Fieldwork Journalism I
	CMM464	The Press in America
	CMM432	TV in American Culture
	CMM433	Aesthetics & Criticism of TV
	CMM451	Political Communication
	CMM453	Contemporary Communication Seminar
	CMM454	Organizational Communication Seminar
	CMM455	Interpersonal Communications Seminar
<b>Computer &amp; Electrical Engineering</b>	EGE408	Senior Design Project I
	EGE409	Senior Design Project II
	EGG309	Technical Communications
<b>Economics</b>	ECO450	Senior Seminar in Economics
<b>English</b>	ENG200	Analysis & Interpretation of Literature
	ENG207	Intermediate Composition
	ENG224	Expository Writing
	ENG230	Women in Literature
	ENG231	Am. Women Writers of the 20th Century
	ENG255	Contemporary Social & Cultural Issues in Lit
ENG385	Theories of Writing	

<b>Evolutionary Studies</b>	EVO301 . . . . . Evolutionary Studies Seminar
<b>Geography</b>	GEO301 . . . . . Geography of U.S. and Canada
<b>Geology</b>	GLG338 . . . . . Structural Geology GLG346 . . . . . Conservation and Environmental Impact
<b>History</b>	HIS302 . . . . . American Immigration HIS311 . . . . . Modern Germany HIS433 . . . . . Russian Intelligentsia HIS470 . . . . . Age of Discovery HIS492 . . . . . Seminar in History
<b>Mathematics</b>	MAT310 . . . . . Elementary Number Theory MAT331 . . . . . Axiomatic Geometry
<b>Music</b>	MUS333 . . . . . Music Since 1750 MUS345 . . . . . Psychology of Music MUS441 . . . . . Problems & Issues in Music Therapy
<b>Nursing</b>	NUR430 . . . . . Societal Health
<b>Philosophy</b>	PHI471 . . . . . Theory of Knowledge PHI474 . . . . . Metaphysics
<b>Political Science</b>	POL401 . . . . . Seminar in American Government POL403 . . . . . Seminar in Comparative Politics POL404 . . . . . Seminar in International Relations POL405 . . . . . Seminar in Political Theory POL406 . . . . . Seminar in Law
<b>Psychology</b>	PSY403 . . . . . Health Psychology PSY498 . . . . . Seminar in Psychology
<b>Sociology</b>	SOC311 . . . . . News Media and Public Opinion SOC312 . . . . . Sociology of Violence SOC320 . . . . . Social Structure and Individual SOC361 . . . . . Images of Poverty in Film SOC362 . . . . . Race, Class, and Gender SOC379 . . . . . Social Interaction SOC380 . . . . . Social & Economic Development SOC385 . . . . . Education and Society SOC445 . . . . . Human Services III
<b>Theater</b>	THE327 . . . . . Race, Gender, Performance THE441 . . . . . Directing I
<b>Women's Studies</b>	WOM490 . . . . . Senior Seminar in Women's Studies

**Be sure to check the “writing intensive” section of the Schedule of Classes each semester for additional writing intensive course offerings.**

# PLANNING FOR REGISTRATION

Careful planning during the pre-registration period results in a more meaningful process and desired schedule. Students are responsible for their own programs of study, though many resources are available to assist in the registration process.

Before looking at the Schedule of Classes on the college website, [www.newpaltz.edu](http://www.newpaltz.edu), consider the type of schedule that will lead to academic success. Which courses have been interesting thus far? At what types do you excel? What teaching styles help you learn effectively? How do your choices fulfill general education courses as well as major courses? Are you exploring a possible minor? Is your proposed workload balanced with other commitments? Full-time status is defined as between 12 and 18 credit hours. Generally, one credit represents the equivalent of one hour of lecture or recitation or at least two hours of laboratory work each week for one term. Students are expected to spend approximately two hours outside of class preparing for each hour they spend in class. Remember that while an average load of 15 credits per semester helps keep students on track to graduate in four years, individual circumstances dictate a student's course load. A workload in excess of 18 hours is usually not advisable, although students with a 3.0 cum at New Paltz will be allowed to register for 20 credits. Students without a 3.0 wishing to take 19 credits or more need the approval of the Dean of Academic Advising, in the case of undeclared students, and the faculty advisor and Dean of the student's College, for declared majors.

In the weeks leading to registration, the Office of Records and Registration posts information regarding registration to [my.newpaltz.edu](http://my.newpaltz.edu). The College Progress Report (CPR), which you can access via [my.newpaltz.edu](http://my.newpaltz.edu), charts your progress on all degree requirements. Your registration time, an assigned time at which you may begin registering online will also be posted at [my.newpaltz.edu](http://my.newpaltz.edu). Also important in the registration process is the Undergraduate Studies Catalog, as well as departmental web pages, which students are expected to consult regarding major and minor requirements as well as College policy.

In the weeks before registration, you must meet with your academic advisor to discuss your plan of study. As much as possible, it is best to have a proposed schedule of study AND a list of alternate courses in the event that your ideal choices are closed. As evidence that you have consulted with the advisor, you must obtain a code (called alternate pin) from the advisor for use in online registration or you must present a signed registration form at walk-in registration, following advance registration. When you have completed registration, a copy of your semester's schedule is available at [my.newpaltz.edu](http://my.newpaltz.edu). You should print a copy of the schedule for your records.

When you are building your schedule, keep in mind that courses which meet General Education requirements may also fulfill major requirements. In fact, many of the courses in the General Education program are also introductory courses in the disciplines in which students may major. A good strategy for choosing

courses, therefore, is to select courses in a requirement category, which will also allow you to explore a major. Check with your academic advisor, the Catalog, departmental web pages, or Academic Advising if you have questions about whether a course you are considering applies to both GE and major requirements.

It is also important when choosing courses to determine if there are any pre- or co-requisites for the course. A prerequisite is when another course is required and must be completed before a student can take a course. A co-requisite is a course that must be taken simultaneously with a course. Because completion of these pre- and co-requisites is deemed essential to success in the course, a student who registers for a course without having met these requirements can be de-registered at the discretion of the instructor or department chair. Instructors or department chairs may, however, waive pre-requisites or co-requisites in individual cases when such a waiver is consistent with the policy of their department. An instructor may also permit a freshman to take a course at the 300 level. Otherwise, freshmen are restricted to 100 and 200 level courses.

The college reserves the right to require that courses taken beyond the number required for a degree (120 credits for all but a few specific majors such as engineering) be those required for a student to graduate. Withdrawals from courses at this point will not be allowed.

With prior approval, a full-time matriculated undergraduate student at New Paltz may take, at no extra charge, a course at other colleges in the Hudson Valley, (Orange, Ulster, Sullivan, Dutchess, Marist and the Culinary Institute,) when the course is not available at New Paltz. Check with the Registrar for details on Cross Registration.



## STUDENT SUCCESS TIP

1. Make your schedule early
2. Schedule an appointment with your advisor early.
3. See numbers 1 and 2!

# MAJOR/MINOR DECLARATION AND RELATED PROCEDURES

Each department at New Paltz sets its own policies for major declaration, including credit thresholds, GPA minimums, prerequisite coursework, etc. While some students may be admitted directly into majors as freshmen, most students will complete at least three semesters before selecting and declaring a major. The process of major declaration involves meeting with someone in the major department (often the chair), receiving a major plan of study, completing the major declaration form, and being assigned an advisor in the major department. Transfer credits may be applied to major requirements; however, one half of the major must be completed at New Paltz. Students will be expected to fulfill the major requirements that are in effect at the time they officially declare or redeclare (in the case of academic dismissal or removal from the major.) Completing the process in a timely fashion is, therefore, important.

Students who have 75 or more credits in progress will not be permitted to register for additional credits unless they have a declared major. A pre-major is not valid after 75 credits are completed. New York State residents with 60 or more credits will not be eligible for New York's Tuition Assistance Plan (TAP) until the major is declared. This policy applies to incoming transfer students as well as continuing students at New Paltz.

Students who need help deciding on a major should seek assistance from the Career Resource Center and Academic Advising staff. The College Catalogue is also a helpful resource. Descriptions of all majors, major requirements, course descriptions and policies for declaring a major can be found in the Catalog. Many departments also have this information on their webpages.

**The following majors/curricula have specific entry requirements. Students will not be allowed to declare these majors after they have completed 75 credits. Contact the appropriate department for details:**

- Accounting
- Adolescent Education
- Art Education
- Art Studio
- Communication Disorders
- Communication-area concentrations
- Early Childhood and Childhood Education
- Engineering--Computer and Electrical
- Finance
- General Business
- Int'l Business
- Journalism
- Management
- Marketing
- Mathematics
- Media Management
- Music
- Nursing
- Psychology

- Public Relations
- Radio and Television Production
- Theater Arts

**The following majors require that students receive no less than a C- in any course that is used to satisfy the major:**

**School of Business-all majors. 4xx-level courses open only to Business Majors.**

**School of Fine and Performing Arts**

- Theatre Arts, Music, Art History

**College of Liberal Arts and Sciences**

- Anthropology
- Communication-area concentrations
- Communication Disorders
- Economics – theory courses only (206, 207, 306, 307)
- English
- History
- International Relations
- Journalism
- Media Management
- Political Science
- Public Relations
- Radio and Television Production
- Sociology

**School of Science and Engineering**

- Computer Science
- Electrical and Computer Engineering
- Geology
- Mathematics

**The following majors have other minimum grade requirements:**

- Art Studio and Art Education – Minimum grade of C in all courses which are used to satisfy the major except for Art History courses where a minimum of C- is required for courses that will be used to satisfy major requirements.
- Radio & TV Production – C+ in media core courses; average in core must be 2.67. C- in all other major courses.
- Nursing – Minimum grade of C in all courses which are used to satisfy the major.
- Early Childhood and Childhood curriculum - Minimum grade of C in prerequisite courses and no less than a B- in education courses.

**The following requirements apply to majors declared 6/1/06 or after. Students who declared their majors before that date will be held to the requirements in effect at the time of their declaration. Questions about**

**those requirements can be directed to the Dean of Academic Advising and the chair of the major department. Students who are removed from their major and then redeclare, will be held to the requirements listed below.**

### Double Majors

A student may major in more than one field.

The following conditions apply:

1) Students may count single courses as meeting requirements in both majors as long as there are at least 15 credits that are unique to each major (15 credits that are not shared between the two.) This includes both major courses and cognate courses.

2) A student pursuing a B.S. in Education (early childhood, childhood and adolescence) may not declare a major in the same teaching subject associated with the education degree. For example, a Childhood Education Social Studies major may not also declare a major in History. Students pursuing a B.S. in Art Education, however, may also pursue a major in Art, as long as condition #1 is met.

3) The second major must be attached to the same degree type (BA, BS, BFA) as the first major. For example, a student may earn a double major in Psychology and Art History as both majors are offered as Bachelor of Arts (BA) degrees. However, a student who wanted to major in Ceramics and Art History would not be allowed to do so because Ceramics is a Bachelor of Fine Arts (BFA) degree and Art History is a BA degree.

**Nota bene:** A student could, however, earn a dual degree in these two fields (see description below). Students interested in pursuing majors in two fields should consult with the chairs of the relevant departments about the type of degrees associated with the majors they wish to select. While most majors are associated with only one type of degree, many majors within the College of Liberal Arts and Sciences may be pursued as either a Bachelor of Science (BS) degree or as a Bachelor of Arts (BA) degree.

### Dual Degrees

A student may earn two degrees (BA, BS, BFA) simultaneously.

The following conditions apply:

1) Students may count single courses as meeting requirements in both majors as long as there are at least 15 credits that are unique to each major (15 credits that are not shared between the two.) This includes both major courses and cognate courses.

2) The student must complete the college-wide requirements associated with each degree. The primary difference between degrees relates to the number of liberal arts credits required (90 for BA, 60 for a BS, 48 for BS in Art Ed, and 30 for a BFA). However, majors in Engineering, Music Therapy and Nursing have been granted exceptions to their general education requirements. Students in these majors who wish to earn a second degree with a major in another field would be required to complete the general education requirements associated with the other degree.

3) Most importantly, the student must complete a minimum of 150 credits.

**Second Bachelor's Degree Candidates.** Any applicant to New Paltz who has already completed a bachelor's degree must apply as a transfer student following the procedures outlined for transfer students. The Director of Transfer Admissions reviews and approves applications for a second degree. The criteria for admission as a second-degree candidate are as follows:

- The intended major of the second degree must require at least 15 credits that were not contained in the major of the first degree.
- Second Degree Candidates receive a maximum of 90 credits in transfer; the number of liberal arts and upper division credits will be based on the courses taken in the first degree. The College Progress Report will reflect the credits accepted as well as any requirements that remain unmet.
- Are considered to have met the general education program and the writing intensive requirement.
- The student must complete a minimum of 30 credits at New Paltz.

It is the responsibility of the student to meet with the department chair of the intended major to review their academic program and the requirements remaining for their second degree.

When second degree candidates have been formally admitted, they must file the Declaration of Major form and be assigned a faculty advisor in their major department. From that point on, the same procedures apply to second-degree students as to those who began their college study at New Paltz.

**Minors -** Students have the option at New Paltz to minor in a field, but it is not required. Minors typically involve between 18 and 25 credits, and can be a way of exploring an interest area in a less in-depth way than a major, or of organizing elective credits. To determine if a department offers a minor, consult the College Catalogue. Students who wish to pursue a minor must file a Declaration of Minor form. Contact the department offering the minor to determine the process for completing the declaration form. At least half of the credits for the minor must not be contained within the program plan of the student's major. (This includes major courses as well as required cognate courses). Students will be expected to fulfill the minor requirements that are in effect at the time the minor is officially declared. Transfer credits may be applied to minor requirements; however, one half of the minor must be completed at New Paltz. Students should consult the department regarding minimum grade requirements for courses used to fulfill the minor.

**Use of the S/U Grading Option with Major/Minor Courses.** Courses that have been elected satisfactory/unsatisfactory **WILL NOT** be counted towards the major, the minor, the Education curricula or the Engineering curricula, **UNLESS** the student requests that the S\* or U\* be changed to a regular letter grade. See the section on S/U grading elsewhere in this handbook for details on how to implement this option.

# ACADEMIC POLICIES AND PROCEDURES

## **DROPPING, ADDING, or WITHDRAWING FROM COURSES**

are often sensible steps to take. However, because these actions can affect your progress toward degree, your student status, your financial aid eligibility and a host of other factors, you should always consult with your advisor and other relevant student services offices before making a change to your schedule.

Dropping or adding courses until the end of the course change period is relatively easy. Specific dates are published in each semester's Academic Calendar, but the official course change period is scheduled for the first five days of classes and may be done in person at Records/Registration or online. Dropping or adding a course does not require the written approval of the student's advisor, although first semester students need to consult with Academic Advising staff. Courses may be added, provided that space is available in the classes, as determined by registration information. Students are responsible for printing a copy of their new course schedule to confirm the changes were made.

Students may withdraw from a course for any reason up to approximately two weeks after the mid-point of the semester. Specific dates are published in the Academic Calendar. A course withdrawal form, available in the Records/Registration Office, must be submitted to that office no later than 4 p.m. on the day designated in the Calendar. Undergraduates wishing to withdraw from a course must obtain the signature of the instructor of the course who will certify the last date of the student's attendance, as well as the signature of their academic advisor. Students should consult with Student Accounts regarding tuition liability and aid considerations. Withdrawal forms submitted with unauthorized signatures will not be processed and may result in an "F" grade for the course and college disciplinary action. There is a \$15.00 fee for each course withdrawal processed. Students are responsible for printing a copy of their new course schedule to confirm the changes were made. Students may not drop or withdraw from English Composition 1 or 2 or the equivalent or the Key Issues course.

No record of course enrollment will appear on the transcript if a course is dropped during the official course change period. After that, a grade of "W" will be recorded for approved withdrawals from courses. A student who stops attending class without following the above procedures will receive a grade of "F" in the course.

Withdrawal from a course after the deadline is rarely permitted, and only for compelling professionally certified non-academic reasons such as unforeseen medical or financial problems. Requests for retroactive course withdrawals must be filed not later than one calendar year after the end of the semester or summer session in which the course was taken. This process requires approval of the academic Dean under whose jurisdiction the course is offered.

The college reserves the right to require that courses taken beyond the number required for a degree (120 credits for all but a few specific majors such as engineering) be those required for a student to graduate. Withdrawals from courses at this point will not be allowed.

**LEAVE OF ABSENCE** is permission to be away from the college temporarily, whether it is for medical, financial or personal reasons, including study at another educational institution. Students must file a Leave of Absence form with Academic Advising, which will process the request. Students may be on leave for up to two consecutive semesters. Students who are on medical or psychological leave must submit appropriate documentation before being allowed to return or register. Students who do not return in the semester they indicated will be automatically withdrawn from the college and will need to apply for readmission if they wish to return. Students who plan to take courses elsewhere during their leave must have their selections approved prior to leaving. The Academic Advising Center has the necessary Transfer Credit Evaluation forms.

**WITHDRAWAL FROM THE COLLEGE** reflects a student's intent to sever permanently all affiliations with the college and to terminate matriculation. The Withdrawal from College form is available in the Academic Advising Center, which processes the request. Students who are withdrawn are blocked from taking any courses at New Paltz. Students who subsequently decide to return to New Paltz must apply for readmission.

If a student requests a Leave of Absence or Withdrawal from College DURING THE SEMESTER, the student's courses will be dropped. A student who withdraws for medical or psychological reasons will have a hold placed on his or her registration. If the request is made during the official course change period, no record of enrollment will be reflected on the permanent transcript. If the request is made after the official course change period, grades of "W" will be reflected on the transcript. The student will be liable for tuition and, if applicable, room and board, through the date the form is submitted to Academic Advising. Questions concerning liability and aid should be addressed to Student Accounts. Students may request a Leave or Withdrawal until approximately two weeks prior to the last day of classes. The exact deadlines are printed in the Academic Calendar every semester. Students who stop attending class and do not submit a Leave of Absence or Withdrawal from the college form will receive grades of "F".

Leaves and Withdrawals after the deadline are rarely permitted, and only for compelling professionally certified non-academic reasons such as unforeseen medical or financial problems. Requests should be made in writing to the Dean of Academic Advising and should include supporting documentation from a physician or other professional familiar with the circumstances. Such requests are only entertained if the student received an entire semester of "F" grades and earns a 2.5 or better in the next semester at New Paltz. Requests for retroactive withdrawals or leaves must be filed not later than one calendar year after the end of the semester or summer session for which the request is being made.

Students requesting a Leave or Withdrawal for a future semester may do so at any time. Their course registrations, if applicable, will be cancelled without any transcript notation and they will not incur any tuition liability.

## ACADEMIC PROBATION AND DISMISSAL

Students whose **cumulative** grade point average (GPA) falls below a 2.0 are subject to dismissal from the college. The Academic Standing Committee reviews these cases at the end of each semester, excluding summer, and decides whether to allow a student to continue on probation or whether to dismiss. A semester of probation prior to dismissal is not guaranteed. The current guidelines for dismissal are as follows:

- First semester transfer students receiving a GPA less than 1.5 will be dismissed.
- First semester Freshmen who do not participate in the Freshman Success Program, or are granted an administrative leave, will be dismissed.
- Any second semester student with both semesters less than 2.0 will be dismissed.
- Any student returning from a dismissal (either because an appeal was granted or by readmission) whose semester GPA is less than 2.5 will be dismissed.
- Any student the Committee deems is not making adequate progress towards the degree will be dismissed.

Students whose **semester** GPA falls below a 2.0 are also subject to academic review, even when their cumulative GPAs remain at or above a 2.0. The following guidelines apply:

- Students whose semester GPA falls below a 2.0 for one semester will receive an academic warning;
- Students whose semester GPA falls below a 2.0 for two consecutive semesters will be placed on academic probation;
- Students whose semester GPA falls below a 2.0 for three consecutive semesters will be subject to dismissal from the college. The Committee on Academic Standing may grant an additional semester of probation prior to dismissal on a case-by-case basis;
- Students whose semester GPA falls below a 2.0 for a fourth consecutive semester will be dismissed.

A student who has been academically dismissed for the first time may appeal the dismissal. Appeals must be in writing to the Academic Standing Committee. Details regarding the appeals process, including deadlines, will be stated in the dismissal letter. If the student's appeal is granted, the student will be reinstated on probation for the semester following the dismissal. If a student does not appeal, or the appeal is denied, the student must sit out for two full semesters before being allowed to return. Summer sessions are not considered full semesters in this calculation; therefore students will be required to remain out for fall, spring and summer. Students who have been dismissed a second time have no right of appeal and will not be allowed to reapply to New Paltz.

Notations regarding academic warning, probation, dismissal and reinstatement after dismissal will be noted on all transcripts.

Letter grades, quality points, and academic averages earned elsewhere are not transferable. Only the GPA earned in work taken at New Paltz is used to determine probation, dismissal, and eligibility for graduation.

### Students who are allowed to continue at the college on PROBATION are required to do the following:

- meet with their advisor to review the past semesters difficulties and plan a strategy for improvement;
- submit a letter, counter-signed by the student's advisor, detailing the difficulties and the strategy for improvement to the Academic Standing Committee;
- register for no more than 15-16 credits (approx. 5 courses). The advisor may recommend a lighter workload;
- earn a semester GPA of at least 2.5 every semester until the cumulative GPA is above a 2.0;
- students on semester GPA probation must earn a 2.0 GPA for the semester.

Students on probation may be restricted from participating in certain college activities, such as athletics, resident assistantships, etc. Students should consult the organization in question regarding its policy on participation. The Academic Standing Committee has the right to impose additional restrictions.

Students who are academically dismissed and who are subsequently readmitted will be required to meet the college-wide requirements in force at the time of readmission. Students academically dismissed from the College are also dismissed from their major(s). Upon readmission, students must re-declare their majors and must meet the major requirements in effect at that time.

**SPECIAL NOTE TO EOP STUDENTS:** Students who are admitted under the Educational Opportunity Program will be reviewed by the EOP Committee on Academic Standing. EOP students are subject to additional regulations relating to academic probation and dismissal. These regulations are outlined in the EOP Student Agreement Form, which EOP participants sign during their orientation sessions.

### READMISSION to SUNY NEW PALTZ

Students matriculated for undergraduate degrees who have discontinued their attendance at the College for any reason must submit an application for readmission to the Office of Undergraduate Admission.

Prior enrollment as a matriculated student does not constitute automatic readmission. Each application will be evaluated according to the specific admission criteria in place at the time of the readmission application.

### Who is eligible to Reapply

- Students who have attended New Paltz for at least one semester.
- Students who have fulfilled all previous financial/judicial/health obligations to the college (all holds must be resolved prior to applying for readmission).
- Students in good academic standing (minimum 2.0 GPA).
- Students who have not attended the College for two consecutive semesters for any reason (Except those granted a leave of absence).
- Students who have been out one full year from the time of academic dismissal \*\*.

*\*\* It is strongly recommended that academically dismissed students successfully complete at least 12 credits of academic course work with at least a 2.5 at another institution.*

## Application Requirements

- Students apply using the SUNY Application. Apply as a "TRANSFER." List New Paltz (41) as a prior college.
- The application fee is \$40.00 and non-refundable regardless of the readmission decision.
- Students must apply directly to a major. The undeclared/undecided category is not an option.
- If the student attended New Paltz under a different last name, please indicate that previous name on all documents submitted.
- Students must submit directly to the Office of Undergraduate Admission official transcripts of all college work taken since leaving New Paltz.
- Students must submit a Personal Statement. This statement should indicate the reason for leaving the college, what the applicant has been doing since leaving, and why the student now wishes to return. The personal statement cannot be hand-written.

## Application Deadlines

All required materials must be received by these dates.

Fall .....April 1\*  
Spring .....October 15\*

\* The College reserves the right to close admission without prior notice.

## Credentials

The College retains non-graduated, undergraduate student education records for only seven years from the time of the first date of attendance at New Paltz. If the applicant has been in non-attendance for seven or more years, they must submit original documents (high school transcript, SAT or ACT exam scores, college transcripts, transfer credit evaluation form, etc.) in order to complete the readmission application.

## General Education Requirement

If the applicant did not complete the General Education requirement in place at the time of their initial enrollment at New Paltz, they must complete the General Education requirement in place at the time of readmission.

## Major and Graduation Requirements

Previous coursework will be reviewed by the major department to determine the requirements in effect and what remains to be done.

## The Readmission Decision

- All readmission decisions are made by the academic department to which the student has applied.
- All decisions are final.
- The student will be notified by the Office of Undergraduate Admission of the readmission decision.
- The readmission decision is only valid for the semester applied to. The decision cannot be deferred.

## Important Notes

- Students academically dismissed for a second time are not eligible for readmission.
- The College does not honor any requests for back dating of transcripts or diplomas

## GRADES OF INCOMPLETE

A grade of Incomplete ("I") is awarded at the discretion of the instructor and by request of the student and only when the student has successfully completed at least three-quarters of the required work for a course. College policy states that a grade of Incomplete may only be granted when a personal emergency prevents a student from completing the work. It should be kept in mind that having obligations to make up a grade of Incomplete while carrying a full load of new courses can be almost like carrying an extra course. There are good and legitimate reasons for students to ask for and for faculty members to grant Incomplete grades, but the requests should be considered carefully by all involved.

The maximum time a faculty member may allow for completing the necessary work is the mid-point of the following semester. (Details about a one-semester extension beyond the deadline are described below.) The faculty member may require that the work be completed in a shorter time period. Students should discuss with the instructor exactly what work remains to be completed, and if possible have this agreement in writing. This will protect the student in case the instructor is not on campus the following semester.

Students should not register again for the same course. The instructor must submit an earned make-up grade change signaling the completion of the agreed upon work by the stated deadline in the Academic Calendar or the student's grade will automatically change to an "F."

At the student's request, the instructor has the discretion to extend the deadline for completion by one additional semester. The extension form must be submitted to the Records Office before the mid-point of the semester in which the work was originally due. Failure to complete the work by the new deadline (mid-point of the following semester) will result in the student's grade automatically changing to an "F" if the student is registered for courses that semester, unless the instructor submits a grade change form by the stated deadline in the Academic Calendar. No further grade changes or extensions will be permitted.

In sum, work for an incomplete must be completed by the mid-point of the following semester unless the instructor has granted an extension. No extension shall be granted past the mid-point of the second semester. Summer sessions are not counted for this purpose. For example, should a student request an incomplete for a fall semester course, work for that course should be completed by the mid-point of the following spring semester. Should the student ask for and receive an extension for the incomplete work, NO work or grade changes would be accepted past the mid-point of the following fall semester.

Students who do not register for two consecutive semesters after the semester or summer session in which the incomplete was granted will have the incomplete converted into a permanent incomplete during the mid-point of the second semester if the course is not completed or the instructor does not change the grade by that date. A permanent incomplete can never be changed, but students may graduate with such a grade on their record.

## **SATISFACTORY/UNSATISFACTORY GRADING OPTION**

Students may enroll in selected courses that will be recorded as "satisfactory" or "unsatisfactory." This option may be exercised for no more than four credits per semester and for no more than a total of 12 credits of undergraduate work at New Paltz.

Letter grades of A, A-, B+, B, B-, C+, C, C- will convert to "S\*" (satisfactory) while grades of D+, D, D- and F will convert to "U\*" (unsatisfactory). S\* grades count toward graduation; U\* grades do not. Upon a student's request, a student-opted S\* or U\* mark may be changed back to a regular letter grade, which will then be counted in the cumulative average and appear on the College record. Such a request will be honored for a period of three calendar years after the semester in which a student has earned a student-opted S\* or U\* mark or until the student graduates, whichever period is shorter.

Courses that have been elected s/u will NOT be counted towards the fulfillment of requirements for General Education, Writing Intensive, the Education curricula, the major, the minor, or the Engineering curriculum, unless the student requests that the S\* or U\* be changed to a regular letter grade.

Students may not select the s/u option for English Composition I or 2 or the equivalent. Independent study courses also may not be taken satisfactory/unsatisfactory. Graduate students may not elect satisfactory/unsatisfactory for courses in their plan of study.

The deadline for choosing the s/u option is one week later than the course withdrawal deadline. See the Academic Calendar for the exact date each semester.

Students elect the s/u option by completing a form with Records and Registration. The course instructor is not informed that a course is being taken U\*/S\*.

## **THE REPLACE GRADING POLICY**

Courses may only be attempted twice for a grade. A "grade" is defined as including A–F, W, S/U or R. Both the first and second grade will appear on the transcript. If a grade that carried quality points was earned (A–F), the highest grade of the two attempts will prevail in the cumulative GPA. A student, who has a compelling case to attempt a course a third time, may present his or her case to the Associate Dean of the school that houses that course. If permission is granted, grades for attempts beyond the first two will be averaged with all other grades in the cumulative GPA, unless no credits were earned in the first two attempts (F, W, U or R was earned). If no credits were earned in the first two attempts, then the final attempt will prevail in the cumulative average.

A student with 60 or more transfer credits may replace two grades under the Replace Grading Policy; a student with fewer than 60 transfer credits may replace four grades under this policy.

The Replace Grading Option does not apply to graduate courses, selected topics courses (XXX93), modular courses (XXX99), Independent Study (XXX95) or Fieldwork (XXX94), which are allowed to be repeated for degree credit.

The Replace Grading Policy only applies to courses taken at New Paltz. Therefore, retaking a course at another institution and transferring it back to New Paltz does not affect the grade at New Paltz. Further, only credits, not grades, transfer.

Students receiving or interested in applying for financial aid should be aware that repeated courses may adversely affect their satisfactory progress. Check with the Office of Student Accounts for details.

## **POLICIES FOR TRANSFERRING CREDIT**

### **Transfer credits pre-matriculation**

Newly matriculated transfer students have until the mid-point of their first semester at New Paltz to submit to the Office of Undergraduate Admissions all final college transcripts, AP exam scores, IB exam scores, CLEP exam scores, and other pertinent collegiate coursework. Pre-matriculation credits will not be accepted by New Paltz after this deadline. In addition, students will not be able to transfer New Paltz courses back to their community college to earn an AA or AS degree and have the degree recognized by New Paltz.

Newly matriculated freshmen will have until the mid-point of their first semester at New Paltz to submit to the Office of Undergraduate Admissions official college transcripts, AP exam scores, IB exams scores, and other pertinent collegiate coursework. Pre-Matriculation credits will not be accepted after this deadline.

Students are responsible for requesting transcripts and scores. They are not automatically sent from the prior school or testing center.

Students are also responsible for monitoring their records to see that the credits have been received. This should be done before the deadline.

### **Transfer credits post-matriculation**

Permission must be received in writing from a chair or the Academic Advising Center, in advance of taking the course, for a matriculated student to receive transfer credit at SUNY New Paltz. A grade of C- or better must be earned in the course to receive credit. Only the credits, not the grades, will transfer. The last fifteen credits must be taken in residence. If there are compelling reasons to take some of the final fifteen credits at another institution, a request for a waiver should be made to the Dean of the student's major college. The student is responsible for having the official transcript sent to Records and Registration when the course(s) is/are completed.

Permission to take courses to meet general degree requirements (total credits, general education courses, upper division and liberal arts credits) is given by the Academic Advising Center. To be acceptable, a course must be a liberal arts and sciences course aligned with the disciplines currently taught at SUNY New Paltz. Permission is not generally granted during the academic year if space in a suitable course is available at SUNY New Paltz. Upper division students are generally expected to take upper division courses. In addition, students who wish to take courses to meet general degree requirements in professional programs such as business, communication disorders, education, engineering, and nursing, must receive approval from the Dean of the appropriate School.

Permission to take courses in the major (including pre-requisite and cognate courses for the major) must be approved by the appropriate department chair.

## FIELDWORK AND INDEPENDENT STUDY

Fieldwork courses are approved experiences by individual academic departments to enable students to enrich their academic program with applied work in their field of study. Independent study requires a student to pursue in-depth a particular area of interest not covered in the regular curriculum. A student may not register for fieldwork or independent study after the third week of the semester. Both fieldwork and independent study projects require the written approval of the faculty sponsor, the departmental chair, and the dean of the appropriate college or school. Each college or school issues its own guidelines and the student should obtain those guidelines from the appropriate dean's office.

## MODULARS

Modular courses are short courses of less than a semester in length and scheduled at various times. These courses are designed to supplement existing courses or to treat topics not found in the existing curriculum. Modular courses may be used for elective credit, and may be repeated for credit, provided that the topic of the course changes.

## SELECTED TOPICS COURSES

Selected topics courses are regularly scheduled courses that focus on a particular topic of interest. Descriptions are printed in the Schedule of Classes each semester. Selected topics courses may be used as elective credit and may be repeated for credit, provided that the topic of the course changes.

## DEVELOPMENTAL/REMEDIAL COURSES

Developmental or remedial courses are basic skills courses taught by the Center for Academic Development and Learning, the Mathematics Department and the Haggerty English Language Program. Developmental or remedial courses offered by the College do not carry academic credit. Therefore, they do not count toward the total degree credits required for graduation; nor do they count toward class standing. They are, however, part of a student's semester workload and will be counted toward eligibility for full-time status. Grades earned in developmental or remedial courses reflect the evaluation of the student's performance in the course. These grades, however, are not computed in either the semester grade point average or the cumulative grade point average. A specific level of performance indicated by grades in such courses may be used as a prerequisite for higher level courses or for demonstration of proficiency.

## SEMESTER WORKLOAD

A student's semester workload is the combined total of the academic credits and registration units for which he/she is registered. Courses that have a zero at the beginning of the course number are developmental, carry registration units and do not carry academic credit. Courses that have a one or higher at the beginning of the course number do carry academic credit.

Students must carry a semester workload of twelve credits/registration units to maintain full-time status. The offices of Financial Aid, Residence Life, and Intercollegiate Athletics, among others, require students to be full-time to remain eligible for their services. Students who are considering dropping below twelve credits should consult with the appropriate offices about the impact of that action on their status. Fifteen credits is the average

workload needed to graduate in a timely fashion. During the summer, students may register for up to two courses (8 credits maximum) during each session. A third course may be added to the summer registration providing it is an on-line course.

## CLASS ATTENDANCE

Attendance is expected at all classroom sessions. The taking of attendance and attendance requirements, such as the number of allowed absences in a course, are at the discretion of the individual instructor. Each student is responsible for all work presented in the classroom sessions of each course for which the student is registered. Students who absent themselves from class, therefore, do so at their own risk, and in determining a student's grade, the instructor may consider absences.

## RELIGIOUS BELIEFS AND CLASS ATTENDANCE

(from section 224a of New York Education Law)

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reasons 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.

### DEAN'S LIST

Placement on the Dean's List in any semester is reserved for full-time students who complete 12 or more credits with a semester grade point average of 3.30 or higher, and who have no incomplete, repeat, or failing grades for that semester.

### GRADUATION WITH HONORS

SUNY/New Paltz recognizes outstanding achievement of its graduates by awarding certain degrees with distinction. To be eligible for graduation with Latin Honors, a student must have completed a minimum of 30 credits in residence at New Paltz and have attained a New Paltz cumulative average of 3.30 or higher. If these criteria are met, the grades in all college work done elsewhere, including courses which were not transferred, are calculated into the student's New Paltz average. The revised average is the basis for granting Latin Honors.

Students who have returned to college after an absence of five or more years, and whose previous academic work disqualifies them for Latin Honors, may be eligible for "qualified" Latin Honors. In calculating their honors average, the academic work before their absence may be ignored if they have earned a 3.30 average in at least 60 credits since their absence including 3.30 in 30 or more New Paltz credits. Credits earned by examination will not be included in the 60 credit minimum.

Both Latin Honors and "qualified" Latin Honors are based upon the following averages as calculated according to the methods described above:

- 3.30-3.59-cum laude
- 3.60-3.79-magna cum laude
- 3.80 and above-summa cum laude

Students who are members of the College Honors program and fulfill its requirements for honors graduation, will have the phrase "Graduated with College Honors" noted on their transcripts. Some academic departments also grant "Departmental Honors" to their outstanding graduates. Students who receive this honor shall have it noted on their official transcripts.

### GRADE POINT AVERAGE (GPA)

Semester and cumulative grade point averages (GPA), which are the basis for assessing students' academic standing and eligibility to graduate, are derived as follows. Each credit graded "A" through "F" is given a corresponding numerical value called "quality points." The following chart shows the quality points earned by one credit:

A . . . . .	4.00	C . . . . .	2.00
A- . . . . .	3.67	C- . . . . .	1.67
B+ . . . . .	3.33	D+ . . . . .	1.33
B . . . . .	3.00	D . . . . .	1.00
B- . . . . .	2.67	D- . . . . .	0.67
C+ . . . . .	2.33	F . . . . .	0.00

Grade point averages are determined by dividing the credits graded "A" through "F" into the number of quality points those credits earned. The semester GPA includes just the credit and quality points of that semester. The cumulative GPA is based upon the totals for all semesters and summer sessions at New Paltz. Both computations exclude credits graded "S", "S\*" (Satisfactory), "R" (Repeat), "U", "U\*" (Unsatisfactory), and "P" (Pass). Credits and quality points earned at other institutions are also excluded. New Paltz grade point averages reflect only the averages earned in courses taken in residence at New Paltz.

The following is an example of a GPA calculation for a first semester student:

#### Composition I

3 credits, B+ = 9.99 total quality points  
(3 credits X 3.33 quality points)

#### College Algebra

3 credits, C- = 5.01 total quality points  
(3 credits X 1.67 quality points)

#### Modern World

4 credits, A = 16 total quality points  
(4 credits X 4.00 quality points)

#### Biology I

4 credits, D = 4 total quality points  
(4 credits X 1.00 quality points)

#### Piano I

2 credits, A = 8 total quality points  
(2 credits X 4 quality points)

TOTAL CREDITS FOR SEMESTER = 16  
TOTAL QUALITY POINTS FOR SEMESTER = 43  
SEMESTER GPA = 2.68 (43/16)

One strategy in raising a GPA is to repeat courses in which a low grade was earned. For instance, in the above example, the student might consider retaking Biology I. If the student earned a higher grade the second time, that grade would replace the prior grade in the cumulative GPA (see section on Replace Grading Policy in Handbook for details.) If the above student pursued that strategy and received a C+, the student would receive 5.32 additional quality points (the difference between a 4 credit "D" and a 4 credit "C+." This strategy should only be pursued, however, if the student thinks she can significantly improve the grade in the course. The GPA Projection Tool, located at my.newpaltz.edu, under My.Tools, can help you determine what grades you need to earn to attain a certain GPA. Students may also contact the Academic Advising Center to discuss GPA projection.

## GRADE REPORTS AND CHANGES

Grades are available to students through my.newpaltz.edu. Grades will not be available to any student who has an institutional hold on her or his record. Once a grade has been reported to the Records and Registration Office, it may ordinarily be changed only if an error has been made in computation or recording. The instructor must submit a certification of such error in writing, approved by the department chair, to the Records and Registration Office within 30 days after the beginning of the next semester. No changes may be accepted after the 30-day period, except with written permission of the appropriate Dean. When a question arises concerning a possible error in a grade reported by an instructor who is no longer a member of the faculty, the chair of the department and the academic Dean concerned take joint responsibility for ascertaining the appropriate grade and authorizing any necessary changes. Students, who think they have been graded incorrectly, may follow the Appeal Process outlined in this handbook. Any correction to a student's academic record must be initiated within a year of the end of the semester in question.

## ACADEMIC APPEALS

The Undergraduate Academic Appeals Committee is composed of seven faculty, five students, and a non-voting representative of the Provost's Office. The committee has the responsibility for hearing student appeals of alleged violations of academic policy and making recommendations to the Provost. A student may file a formal, written appeal before the committee only after attempting to resolve the appeal with the appropriate faculty or administrative persons. A grade appeal must be filed no later than one calendar year after the recording of the grade being appealed.

## APPEAL PROCEDURE

The appeal system, which deals with inequitable application of academic policy, affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken. For example, this may be a result of (a) mechanical error, (b) discrimination, (c) a violation of published academic policy, (d) allegation of academic dishonesty, or (e) error in judging the quality of the student's work.

The following steps should be taken to initiate and process a grade appeal. Other kinds of academic appeals, involving the application of academic policy, must begin with the official whose decision the student is disputing. Whatever the nature of the case, it is imperative that the individual student recognizes the responsibility for taking the initiative in the appeal and for processing the appeal through each step of the procedure. It is the student's choice whether or not to proceed to each step of the procedure.

**Step 1** - The student must consult with the instructor or administrator concerning the problem. If a satisfactory resolution of the problem is not achieved and the student wishes to go to Step 2, the student must request a signed and dated acknowledgement of the consultation from the instructor or administrator. An e-mail is sufficient.

**Step 2** - The student must consult with the chair of the department offering the course or director of the office administering the policy. If a satisfactory resolution of the problem does not result from this consultation and the student wishes to go to Step 3, the student must request a signed and dated acknowledgement of the consultation from the chair or director. An e-mail is sufficient.

**Step 3** - The student must go to the Dean of the School or College offering the course, or initiating the policy, and arrange a meeting with the academic Dean. If no satisfactory resolution is achieved after consultation with the academic Dean, the student may initiate Step 4.

**Step 4** - The student should forward to the Undergraduate Academic Appeals Committee an explanatory cover letter and any pertinent documents in the student's possession.

**Step 5** - The Academic Appeals Committee will review the material submitted by the student and will ordinarily request from the Dean additional relevant material available to the academic Dean. After due consideration of the issues, the committee will decide whether further action is justified and the nature of such action. The committee at this step may request a consultation with the student; consultation should not be considered routine. If the committee decides that no further action is justified, it will inform the student in writing.

If the Academic Appeals Committee deems that action other than denial of the appeal is justified, it may request consultations with any of the individuals involved in the appeal or may request other information needed for clarification of the issues.

**Step 6** - The Academic Appeals Committee will recommend to the Provost such action, as it deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

**Step 7** - The Provost will have the ultimate authority in rendering a judgement in cases presented to him or her through the above process. The Provost may consult with whomever may be of assistance in arriving at a judicious decision. The Provost will inform the student in writing of the decision.

Students who have graduated must notify the Registrar within one year of the official date of their graduation of any errors or pending changes in their academic record. Such changes must be in process by the time of this notification.

## ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action.

**Cheating** is defined as giving or obtaining information by improper means in meeting any academic requirements. The use for academic credit of the same work in more than one course without knowledge or consent of the instructor(s) is a form of cheating and is a serious violation of academic integrity.

**Forgery** is defined as the alteration of college forms, documents, or records, or the signing of such forms or documents by someone other than the proper designee.

**Plagiarism** is the representation, intentional or unintentional, of someone else's words or ideas as one's own. Since words in print are the property of an author or publisher, plagiarizing is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate footnoting. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, is a violation of the property rights of the author plagiarized and of the implied

assurance by the students when they hand in work that the work is their own.

Faculty members are responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing the department chair, the dean and the student in writing of the alleged violation and proposed penalty. The academic penalty may range, for instance, from a reprimand accompanied by guidance about how to avoid plagiarism in the future to failure for the course. The academic dean may request that the Dean of Students send a follow-up letter to the student indicating that they have also been notified of the academic integrity violation and that subsequent violations will lead to judicial action.

If a student has any question about what constitutes a violation of academic integrity, it is that student's responsibility to clarify the matter by conferring with the instructor and to seek out other resources available on the campus. The link regarding plagiarism on the Sojourner Truth Library's website is an excellent beginning, <http://lib.newpaltz.edu/assistance/plag.html>.

## STUDENT CONSUMER INFORMATION REQUIREMENT

In compliance with both Federal and State laws, the College makes available to students or prospective students information about instructional programs, costs of attending the institution, financial assistance available to students, refund policy, qualification of faculty, graduation rates and placement of graduates. The Division for Enrollment Management is available to assist students or prospective students in obtaining information specified in the Regulations of the Commissioner of Education, Chapter 2, Sections 53.1-3.4.

## PRIVACY RIGHTS: ACCESS TO EDUCATIONAL RECORDS

SUNY New Paltz's policy regarding the rights of privacy for students and their parents is guided by the Family Education Right and Privacy Act (FERPA). It limits access to individual students records to:

1. Presently or formerly enrolled students who may see their own records.
2. Selected College and government officials who need to know the information contained in a record in order to carry out their professional duties.

One exception to this is directory information. SUNY New Paltz may disclose directory information unless a student has restricted the release of this information. Directory information is information contained in an education record of a student typically released by colleges and universities nationwide. It includes, but is not limited to: name, mailing address, e-mail address, major, dates of attendance, and degrees and awards received.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must login to [my.newpaltz.edu](http://my.newpaltz.edu) and select "My.Directory Listing" from the menu under "My.Personal Records." Students who opt to prevent disclosure of directory information should carefully consider the consequences of any decision made to withhold directory information. If a student opts out, the college will not release any information to non-institutional persons or

organizations, including requests for verifications of attendance for insurance, employment or any other reason, without the express consent of the student.

Details regarding this policy can be found at [www.newpaltz.edu/ferpa](http://www.newpaltz.edu/ferpa).

## POLICIES ON CREDIT BY EXAM

SUNY New Paltz offers its students opportunities to receive credit for college-level learning gained in advanced high school courses or independent reading and study.

Credits earned by examination are generally specific equivalent credits. That is, they represent the successful completion of a New Paltz college course as defined in the policies regarding the Advanced Placement Program, the International Baccalaureate Program and the College Level Examination Program. A maximum of 30 credits may be earned this way.

### The following general regulations apply:

- A student cannot take an examination that corresponds to, or stands as an equivalent to, or is at a level below a course in which he or she is enrolled or has already earned credit.
- Credit earned by examination may not be applied to the total residency credits required (30). The last 15 credits in residence portion of the requirement is waived for credit by exam.

## ADVANCED PLACEMENT

The Advanced Placement program is administered by The College Board. The program consists of a series of college-level courses taught in selected high schools throughout the country. All are full-year courses, which culminate in the administration of a nationwide Advanced Placement Examination. Quality and standards are established by college faculty who serve as consultants in each program. The State University of New York's policy requires that a student achieving a score of 3, 4 or 5 on any Advanced Placement Test receive credit at its institutions.

If a student desires to take a course for which A.P. credit has been granted he/she may do so but will lose the A.P. credit that might have been given.

The following Advanced Placement subjects have been assigned equivalency at New Paltz:

### ART HISTORY

For a score of 3, 4 or 5 in A.P. Art History, a student will be given 3 credits in Art of the Western World I (ARH201) and 3 credits in Art of the Western World II (ARH202).

### ART STUDIO

For a score of 3, 4 or 5 a student will be given six elective credits in Art Studio (ARS193). Three credits of ARS193 will satisfy GE ART. At the discretion of the Art Studio Chair, all six may be applied to the studio elective requirement for Art Studio and/or Visual Art Education majors.

### BIOLOGY

For a score of 3, the student receives 3 elective credits in Biology (BIO293). For a 4 or 5 in A.P. Biology, a student will be given 4 credits in General Biology I (BIO201).

**CHEMISTRY**

For a score of 3, the student receives 3 elective credits in Chemistry (CHE293). For a score of 4 the student receives 4 credits in General Chemistry I (CHE201). For a score of 5 the student receives 4 credits in General Chemistry I (CHE201) and 4 credits in General Chemistry II (CHE202). Students whose degree programs require General Chemistry should contact the Chemistry Chair as soon as possible.

**COMPARATIVE GOVERNMENT AND POLITICS**

For a score of 3 the student receives 3 elective credits in Political Science (POL293). For a score of 4 or 5 the student receives 4 credits for Intro to Comparative Politics (POL229). Elective credits in Political Science not taken at SUNY New Paltz may or may not be counted for credit in the Pol Sci major or minor. Determination of credit towards the major or minor is at the discretion of the chair.

**COMPUTER SCIENCE**

For a score of 3, 4 or 5 the student receives 4 credits, to be recorded as CPS210 (Foundations). The student may register for CPS310 (Data Structures).

**ENGLISH**

For a score of 3 in A.P. English Language and Composition, a student will be given 3 elective credits in English (ENG193). For a score of 3 on AP English Literature and Composition, a student will be given 3 elective credits in English (ENG293). For a score of 4 or 5 in A.P. English Language and Composition or English Literature and Composition a student will receive 3 credits in Composition I (ENG160). Students who take both exams and earn scores of 4 or 5 on both should contact the office of Admissions to receive credit for ENG193 or ENG293 for the second exam.

**EUROPEAN HISTORY**

For a score of 3 in A.P. European History, a student will receive 4 credits for Modern Europe (HIS214). For a score of 4 or 5, a student will receive seven credits, 4 for HIS214 and 3 for Twentieth Century Europe (HIS353).

**ENVIRONMENTAL SCIENCE**

For a score of 3 in A.P. Environmental Science, the student receives 4 credits in Weather and Environment (GLG120). For a score of 4 or 5 the student receives 4 credits in Weather or Environment (GLG120) and 4 credits in Environmental Geology (GLG205). Students whose degree programs require these courses should contact the Geology chair as soon as possible.

**FOREIGN LANGUAGE**

**AP Language 3 or 4:** credit for Composition/Conversation I in all languages; currently French, German, Italian, Japanese and Spanish; in most cases 301; 3 or 4 credits depending upon course equivalent.

**AP Language 5:** credit for Comp/Conv I and II for all languages: FRN 301/302; German 311/312; Spanish 301/361. Italian and Japanese 301 and 393. 6, 7 or 8 credits depending upon course equivalents.

**AP Literature 3, 4, 5:** French exams yields four (4) credits for French 313. Spanish exam yields four (4) credits, but student must consult with Chair of DFL to assign credits to 375 (if course predominately Peninsular lit), or 376 (if predominately Latin American lit).

**GEOGRAPHY**

For a score of 3, 4 or 5 on the AP Geography Exam, the student receives 3 credits in Environment and Culture (GEO274).

**MICROECONOMICS**

For a score of 3, 4 or 5 in A.P. Microeconomics a student will receive 3 credits for Microeconomics (ECO206) and has met this requirement for the major.

**MACROECONOMICS**

For a score of 3, 4 or 5 in A.P. Macroeconomics a student will receive 3 credits for Macroeconomics (ECO207) and has met this requirement for the major.

**MATHEMATICS**

For a score of 3 on the AB form of the Mathematics-Calculus examination, the student receives 4 credits, to be recorded as MAT181 (Pre-Calculus). For a score of 4 or 5, the student receives 4 credits for MAT251 (Calculus I). For the BC Form, a score of 3 yields 4 credits for MAT251 (by advisement a student may register for Calculus II); a score of 4 or 5 yields 8 credits for MAT251 and MAT252 (Calculus I and II).

**MUSIC THEORY**

Any student requesting credit for AP Music Theory is required to take the Music Department's theory placement test. If the student places into Theory 2 he/she would receive three credits for Theory I.

**PHYSICS**

For a score of 3 or 4 the student receives 3 elective credits in Physics (PHY293)

For a score 5 in A.P. Physics B, the student will receive 4 credits for Fundamentals of Physics I (PHY221) and 4 credits for Fundamentals of Physics II (PHY222).

For a score of 5 in Physics C (Mechanics) the student receives 4 credits for General Physics I (PHY201).

For a score of 5 in Physics C (Electricity and Magnetism) the student receives 4 credits for General Physics II (PHY202).

**PSYCHOLOGY**

For a score of 3, 4 or 5 in A.P. Psychology, a student will receive 3 credits for Introductory Psychology (PSY272) and has met this requirement for the major.

**STATISTICS**

For a score of 3, 4, or 5 in A.P. Statistics, a student will be given 3 credits in Introductory Statistics (MAT241).

**UNITED STATES GOVERNMENT AND POLITICS**

For a score of 3 the student receives 3 elective credits in Political Science (POL193). For a score of 4 or 5 the student receives 4 credits for American Govt and Politics (POL216). Elective credits in Political Science not taken at SUNY New Paltz may or may not be counted for credit in the Pol Sci major or minor. Determination of credit towards the major or minor is at the discretion of the chair.

**UNITED STATES HISTORY**

For a score of 3 in A.P. United States History, a student will receive 4 credits in either U.S. History to 1865 (HIS221) or U.S. History Since 1865 (HIS222). For a score of 4 or 5, a student will receive 4 credits for HIS221 and 4 credits for HIS222.

## **WORLD HISTORY**

For a score of 3 or higher in AP World History a student will earn 4 credits in Ancient World (HIS200).

**Note:** Students who receive a 3 or better on an AP exam not included in the above list, should see the chair of the relevant department for credit and course equivalents

## **INTERNATIONAL BACCALAUREATE**

The International Baccalaureate Diploma Programme is a rigorous pre-university course of studies, leading to examinations. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates the best elements of several. Students must have a grade of five or higher in the Standard or Higher level courses to be awarded the credit as outlined below. Credit can only be awarded when an official score report has been received.

### **The Arts**

Visual Arts, Music, Theatre - credit is awarded at the discretion of the department.

### **Business and Management**

Credit is awarded at the discretion of the department.

### **Computer Science**

Credit is awarded at the discretion of the department.

### **Economics**

Standard Level - Microeconomics (ECO206)

Higher Level - Macroeconomics (ECO207)

### **English**

Standard Level - elective credit (ENG193)

Higher Level - English Composition I (ENG160)

### **Geography**

Standard or Higher Level - Environment and Culture (GEO274)

### **History**

Standard Level - Modern World (HIS101)

Higher Level - Modern World (HIS101) plus 3 additional credits in the area of concentration at the discretion of the department.

### **Islamic History**

Standard or Higher Level - History of the Middle East since 570 (HIS243)

### **Language AI or A2 — Standard and Higher level**

Credit is awarded at the discretion of the department.

### **Language Initio AB—Standard Level**

Spanish—Elementary Spanish I (SPA101)

French—Elementary French I (FRN101)

German—Elementary German I (GER101)

### **Language Initio AB—Higher Level**

Spanish—Elementary Spanish I (SPA101) and

Elementary Spanish II (SPA102)

French—Elementary French I (FRN101) and

Elementary French II (FRN102)

German—Elementary German I (GER101) and

Elementary German II (GER102)

### **Language B—Standard Level**

Spanish—Intermediate Spanish I (SPA201)

French—Intermediate French I (FRN201)

German—Intermediate German I (GER201)

### **Language B—Higher Level**

Spanish—Intermediate Spanish I (SPA201) and

Intermediate Spanish II (SPA202)

French—Intermediate French I (FRN201) and

Intermediate French II (FRN202)

German—Intermediate German I (GER202) and

Intermediate German II (GER202)

### **Math**

Mathematical Studies - College Algebra (MAT152)

Mathematical Methods - Pre-Calculus (MAT181)

Mathematics Higher Level - Calculus I (MAT251)

Further Mathematics - Calculus II (MAT252)

### **Philosophy**

Credit is awarded at the discretion of the department.

### **Psychology**

Standard or Higher Level - Introductory Psychology (PSY272)

### **Science - Standard Level**

Biology - Credit is awarded at the discretion of the department.

Chemistry - General Chemistry I (CHE201)

Environmental Systems - Weather and Environment (GLG120)

Physics - Fundamentals of Physics I (PHY221)

### **Science - Higher Level**

Biology - Credit is awarded at the discretion of the department.

Chemistry - Credit is awarded at the discretion of the department.

Environmental Systems - Weather and Environment (GLG120) and Environmental Geology (GLG205)

Physics - Fundamentals of Physics I (PHY221) and Fundamentals of Physics II (PHY222)

### **Social and Cultural Anthropology**

Credit is awarded at the discretion of the department.



## **STUDENT SUCCESS TIP**

While success in the major will impress potential employers and graduate schools, a minor will complement one's major course of study and enhance one's marketability.

## COLLEGE LEVEL EXAM PROGRAM (CLEP)

CLEP exams are offered by the College Board at test centers around the country. There are tests in many subject matter areas, but they are not connected to any preparatory course. Preparation for the tests is accomplished through independent study of texts and resources recommended by the Board. The College's minimum satisfactory scores in subject tests are listed below (New Paltz does not honor the CLEP General Exams). Achievement of the minimum score will result in transcript credit for the equivalent course at New Paltz. CLEP tests may be taken at any time, except for the College Composition test, which must be taken prior to enrollment as a regularly admitted student. The acceptable scores for the CLEP examinations change over time. To learn more about the tests contact CLEP at 609-771-7865 or via the website, [www.collegeboard.org/clep](http://www.collegeboard.org/clep). New Paltz is no longer a test center. The following are the test centers closest to New Paltz.

### Dutchess Community College (14 miles from New Paltz)

Registrar  
53 Pendell Road  
Poughkeepsie, NY 12601  
845-431-8099

### Columbia-Greene Community College (47 miles from New Paltz)

Director of Admissions-Registration  
4400 Route 23  
Hudson, NY 12534  
518-828-4181

### Orange County Community College (43 miles from New Paltz)

Office Manager, Counseling and Guidance Center  
115 S Street  
Middletown, NY 10940  
845-341-4073

### Hudson Valley Community College (77 miles from New Paltz)

Director, Center for Counseling  
80 Vandeburgh Avenue  
Troy, NY 12180  
518-629-7320

### Rockland Community College (53 miles from New Paltz)

Office of Assessment & Placement I  
45 College Road  
Suffern, NY 10901  
845-574-4525

## The following CLEP subject tests are acceptable at New Paltz.

CLEP SUBJECT EXAMINATION TITLE	MINIMUM SCORE	CORRESPONDING CREDIT	ESSAY	REMARKS
<b>BIOLOGY</b>				
General Biology .....	.49	4 credits in BIO201 .....		.4 additional credits in BIO202 upon departmental evaluation
<b>BUSINESS ADMINISTRATION</b>				
Principles of Management .....	.47	3 credits in BUS250 .....	not required	
Intro. Business Law .....	.51	3 credits in BUS271 .....	not required	
<b>CHEMISTRY</b>				
General Chemistry .....	.48	4 credits in CHE201 .....		.4 additional credits in CHE202 upon departmental evaluation
<b>ECONOMICS</b>				
Principles of Microeconomics .....	.47	3 credits in ECO206 .....	not required	
Principles of Macroeconomics .....	.48	3 credits in ECO207 .....	not required	
<b>ENGLISH</b>				
Analyzing and Interpreting Literature .....	.49	3 credits in ENG200 .....	essay required	
College Composition I .....	.59	3 credits in ENGL60 .....	(*See Footnote on next page)	

**FOREIGN LANGUAGE**

College Level French . . . . .62	3 credits in FRN201 (Intermediate French I)	additional essay required at SUNY New Paltz	Possibility of 3 additional credits in FRN202 (Intermediate French II) upon satisfactory interview at SUNY New Paltz
College Level German . . . . .50	3 credits GER201 (Intermediate German I)	additional essay required at SUNY New Paltz	Possibility of 3 additional credits in GER202 (Intermediate German II) upon satisfactory interview at SUNY New Paltz
College Level Spanish . . . . .66	3 credits in SPA201 (Intermediate Spanish I)	additional essay required at SUNY New Paltz	Possibility of 4 additional credits in SPA202 (Intermediate Spanish II) upon satisfactory interview at SUNY New Paltz

**HISTORY**

History of the United States I . . . . .46	4 credits in HIS221 . . . . .not required
History of the United States II . . . . .46	4 credits in HIS222 . . . . .not required

**MATHEMATICS**

Calculus w/Elementary Functions . . . . .55	4 credits MAT251 . . . . .+ See Footnote
College Algebra/Trigonometry . . . . .55	4 credits MAT181 . . . . .+ See Footnote
College Algebra . . . . .55	3 credits MAT152 . . . . .+ See Footnote

**POLITICAL SCIENCE**

American Government . . . . .47	4 credits in POL216 . . . . .not required
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**PSYCHOLOGY**

Human Growth and Development . . . . .50	3 credits in PSY343 . . . . .not required
Introductory Psychology . . . . .50	3 credits in PSY272 . . . . .not required
Introduction to Educational Psychology . . . . .50	3 credits in PSY498 . . . . .not required

**SOCIOLOGY**

Introductory Sociology . . . . .47	3 credits SOC100 . . . . .not required
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\* Notes for use of CLEP in meeting Composition I requirement.

1. Subject exam entitled College Composition is the only acceptable exam. The CLEP General exams in English Composition are not acceptable.
2. Credits from the College Composition Exam may only be earned prior to initial enrollment at New Paltz. Matriculated students may not take the CLEP College Composition Exam to earn credit or meet the general education requirement.

+ Notes for use of CLEP in meeting Math requirements.

1. Credits awarded for the courses shown may be applied as prerequisites to the next higher course.

**UNIVERSITY POLICY ON CLASS CANCELLATIONS AND DELAYS**

**(due to inclement weather or other emergency)**

Classes will be cancelled or delayed only under extreme circumstances. A decision will be made and announced as early as possible;

- By 7 a.m. for day classes and offices
- By 2 p.m. for evening classes

The college uses a service called "NP Alert" to reach students, faculty, and staff in the event of an emergency or inclement weather that results in cancellations or delays. Subscribers can elect to receive alerts via e-mail, text message and/or phone call. All new students will sign up during Orientation and returning students, faculty and staff are encouraged to sign up in

my.newpaltz.edu. In addition, announcements will be recorded on the 257-INFO line, posted on www.newpaltz.edu and provided to area radio stations.

A delay in the start of classes represents a cancellation of classes prior to the delayed start. For example, a delay to start classes at 10:30 means that classes beginning before 10:30 are cancelled and students should consult instructors about any make-up arrangements.

If inclement weather forces cancellations or delays during the final examination period, the affected exams will be rescheduled at the end of the period. Residence Life and Food Service will adjust their schedules to support students remaining on campus for the rescheduled exams.

# CAMPUS RESOURCES

## CAREER RESOURCE CENTER

(HAB 705, 257-3265)

The Career Resource Center (CRC) offers a variety of resources to meet the needs of students and alumni at all stages of their academic and career planning. With an educational focus, the CRC collaborates with the Academic Advising Center and the Center for Student Development to help students explore majors and career options and integrate academic experiences with career goals. By having advising staff facilitate movement through a more structured academic and career planning process, students can accomplish their career goals incrementally over their college years, beginning with their initial orientation and continuing through (and sometimes beyond) graduation.

CRC services include:

- Individual counseling and group sessions on career related issues and major choice
- Skills and interest assessment
- Career information library
- Development of resumes and cover letters and job search and interviewing skills
- Fieldwork and internship advisement and placement related to major
- Americorps National Community Service Program
- Access to hundreds of listings of employers for permanent internships, summer and community service opportunities
- Career fairs and special recruitment events
- Credential service through which references may be kept on file to support applications for employment or graduate school

## CENTER FOR ACADEMIC DEVELOPMENT AND LEARNING

(SCB 132, 257-3580)

Most students require extra help at some time during their college careers. That help can take the form of a question and answer session, a review period scheduled by the classroom instructor, or the assistance of a qualified peer tutor.

The Center for Academic Development (CADL), located in the Old Main Building, is the Center for Developmental Studies and the multidisciplinary tutoring program. Because the Center is partially funded by a federal grant through the U.S. Dept. of Education, only students who meet specific criteria are eligible for academic support services. Different services are provided each semester and eligibility

for these services is determined by the availability of resources. The following services are generally offered:

- Diagnosis of reading and/or writing difficulties.
- Courses in Critical Thinking and Introduction to Basic Algebra.
- Individualized instruction and support by a learning specialist for disabled students.
- One-to-one or small group tutorial sessions in all subjects with peer and professional tutors.
- Individual tutoring in the Writing Center for students working on writing assignments.
- Workshops in writing the research paper and other topics.

A list of services available for a particular semester is published by CADL. Eligible students that need extra help may come on their own or be referred by an instructor.

## GUIDELINES FOR TUTORING

Each semester the demand for tutors usually exceeds the availability of tutorial assistance. Therefore, in order to provide quality services to all students specific policies have been established.

- Students who sign up for appointments in the Center are expected to arrive on time and be prepared to work.
- A student who is unable to keep an appointment is requested to call the Center in advance of the session and inform the administrative staff.
- Any student who accumulates two unexcused absences in one semester may be dropped from tutoring for the remainder of that semester.
- Students are required to bring relevant papers, books, and assignments with them when they come for tutorial sessions.

Students who need tutorial assistance should seek help early. Most courses are sequential, in that new material builds on information provided earlier in the term. If material is not assimilated as a course develops, students are likely to have more and more difficulty as the semester progresses.

## **THE CENTER FOR INTERNATIONAL PROGRAMS**

(INTERNATIONAL GUEST HOUSE, 257-3125)

The Center for International Programs provides international educational exchange opportunities for SUNY New Paltz students, both American and international, through a variety of programs. These include Overseas Academic Programs, International Student Services and The Haggerty Intensive English Language Program.

### **OVERSEAS ACADEMIC PROGRAMS**

Study abroad opportunities support and broaden the SUNY at New Paltz academic programs. Overseas academic programs enable students to become immersed in the academic and cultural life of countries throughout the world.

The Center for International Programs presently offers a wide range of programs in a variety of disciplines. Offerings include summer, intersession, semester and academic year options. While many programs combine intensive language instruction and cultural studies of a particular country, others provide academic opportunities for study abroad in a specific discipline or for direct enrollment in a foreign university. English-speaking opportunities are also available for students with little or no foreign language background.

For programs during the academic year, a student must have attained at least sophomore, and preferably junior, standing at the time of departure. Some summer programs accept graduating high school seniors and college freshmen. Students should apply early in the year preceding the one they wish to spend abroad. Applicants must meet the specific eligibility requirements of a given program; these are available from the Center for International Programs.

Credits earned on New Paltz or other SUNY Overseas Academic Programs automatically count as elective credit toward graduation. With the approval of the Academic Advising Center, credits earned on OAPs may satisfy General Education requirements. With the approval of the Department Chair, credits earned on OAPs may satisfy major and minor requirements. Grades earned on OAPs are calculated into the student's cumulative GPA. Financial aid is applicable to study abroad. Students in their final semester of degree study are eligible to participate in New Paltz study abroad programs, however, due to delays in grade posting, the degree conferral may also be delayed.

The Center for International Programs at SUNY New Paltz currently administers more than thirty programs abroad. SUNY New Paltz students may participate in the more than 300 study abroad programs administered by other campuses of the State University of New York. Detailed information on all such programs is available from the Center for International Programs.

### **INTERNATIONAL STUDENT SERVICES**

The Center for International Programs offers international students studying at New Paltz valuable advice and assistance with regards to immigration regulations and procedures, as well as counseling in matters such as medical care and insurance, employment, taxation, travel, cross-cultural adjustment or other personal and academic concerns. In addition, this office plans or coordinates various activities and programs for international students to assist them in

gaining a better understanding of American society and culture; for example, home stays with host families, trips and tours to places of historical or cultural interest, opportunities to speak to high school students, student conferences and other activities.

For information about English as a Second Language programs, contact the Haggerty Intensive English Language Program, 257-3595.

## **DISABILITY RESOURCE CENTER**

(SUB 205, 257-3020)

Disability Resource Center (DRC) coordinates services for persons with permanent and temporary disabilities. Services include, but are not limited to, extended time for exams, books on tape, use of the Accessible Van Service to get to and from the classroom area, and coordination of sign language interpreting services. The staff of DRC works with faculty and staff to ensure that students with disabilities are receiving reasonable accommodations. DRC also functions as the liaison with Recordings for the Blind and Dyslexic, Commission for the Blind and Visually Handicapped, and Vocational and Educational Services for Individuals with Disabilities (VESID). The College is committed to achieving full participation and integration for persons with disabilities into its community.

Students with disabilities are encouraged to contact the Disability Resource Center upon their acceptance to the college. Students may, however, contact the Disability Resource Center at any time during their college career at New Paltz. The initial contact will ascertain the nature of the disability (physical, health-related, learning, or psychological), the level of support received thus far, and what services and accommodations are needed by the student. This information is used to determine the college's ability to meet the student's needs.

A person's right to accommodation is protected under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Under the guidelines set forth by this legislation, a person with a disability has responsibilities as well. The student with a disability is responsible for:

1. Self-identifying him/herself to the Disability Resource Center.
2. Providing documentation for the disability(ies) to the Disability Resource Center.
3. Requesting academic accommodations such as use of auxiliary aids, testing arrangements, program modifications, room change for an inaccessible building, and other disability related adjustments.
4. Informing the instructor in a timely manner of his/her concerns with the course structure and possible need for accommodations.
5. Maintaining the same responsibility for his/her education as students who are non-disabled. This includes maintaining the same academic level, attending class, maintaining appropriate behavior, and timely notification of any special needs.

## THE EDUCATIONAL OPPORTUNITY PROGRAM

(HAB 401, 257-3220)

The Educational Opportunity Program (EOP) provides comprehensive support services to students in the areas of academic advisement, tutoring, college success strategies, personal counseling, career development, student leadership, peer counseling and college finances. Each student is assigned an EOP Advisor who serves as the student's academic advisor and mentor. To be eligible for the program, an applicant must meet an established set of academic and financial criteria at the point of admission to the college. Students may not apply to join the program after matriculation.

## HONORS PROGRAM

(CH - H111, 257-3933)

The Honors Program exists to challenge New Paltz students beyond what is normally expected of them. It was designed around the philosophy that intense and demanding courses taught by outstanding instructors and filled with motivated, focused students would create the optimal learning environment. Once students are admitted into the Program they take special Honors seminars that are interdisciplinary in content and in-depth in scope. They also complete a thesis in the senior year. Beyond academic requirements the Honors Program provides students with the opportunity to meet and work with like-minded students on class-related projects and extracurricular creative endeavors.

Students may join the Honors Program either as freshmen, sophomores or transfer students. For each type of application a combination of factors are considered, including a 1280 or higher SAT score and a 95 or higher High School average for prospective and current freshmen, and a 3.5 or higher GPA for current New Paltz students or students who transfer into New Paltz. All applicants are also asked to submit a sample of their writing or a portfolio of non-written work and two recommendations by faculty.

For more information about the Program, contact the Director, Dr. Jeff Miller.

## Math Lab

(HUM 307, 257-3527)

The Mathematics Laboratory is a Walk-in Tutoring Center offering help with mathematics for students enrolled in any course on campus. The lab is currently open 40 hours per week (check the Math Department website for exact hours each semester) and is staffed primarily by adjunct faculty and student assistants. The lab has seating for about 10 students. Proctors help students on a first-come first-serve basis. In addition to the proctors, students can also receive assistance from the available computerized tutorials and from reference materials. Some use the Math Lab to get help with specific homework problems or when they find they don't understand a particular topic. Others choose to do all their homework in the lab knowing that if they get stuck help is available. Students working on material from departments other than Mathematics that nonetheless involve math concepts are also welcome to use the lab.

Questions, suggestions and problems with the Math Lab should be forwarded to the Lab Coordinator, Melissa Cass, 257-3444, [cassm@newpaltz.edu](mailto:cassm@newpaltz.edu).

## PSYCHOLOGICAL COUNSELING CENTER

(HLC 201, 257-2920)

The Psychological Counseling Center (PCC) promotes student success through interventions specific to the diverse college community. Programming, training, consultation, crisis intervention, group therapy, and short-term individual counseling are provided for currently registered students when clinically appropriate. Our focus is to facilitate academic, social, emotional and ethical development within the university learning community. All calls and inquiries about appointments and services are welcome.

PCC programs affiliated with academic departments include the Scholar's Mentorship Program, Academic Wellness Series, and Social Issues and College Life. The Center is the College's primary training site for the Psychology Department's MA Counseling program and an internship site for the MSW in Sociology.

### OASIS

G 13 C

Deyo Hall Basement

257-4945

8pm-1am when classes are in session

### HAVEN

Crisis Hotline

257-4930

24/hr beeper 845-455-6093

OASIS is the student-staffed crisis intervention center and Haven is the telephone hot-line. Volunteers are trained and supervised by the PCC to respond to anonymous telephone calls and walk-in requests for support, information, and referral. Peer crisis intervention is provided in college related areas such as academic stress, loneliness, sexual orientation, suicide, drug and alcohol-related problems, relationship and family conflicts.

## STUDENT HEALTH SERVICES

(HLC, 257-3400)

The Center staff provides for the primary health care needs of students during the academic semester. The Center is not an emergency room and staff determine which conditions can be appropriately treated in the Center and which need referral to an off campus facility. The Center staff recognizes the importance of helping students prevent or detect early physical, developmental and psychiatric problems that can have a negative impact on students' academic and social functions. There is extensive printed material available in the Center on these topics and students are encouraged, beginning at orientation, to call for an appointment with a staff member to discuss any of these areas, even when there is no physical complaint.

# IMPORTANT NUMBERS AND LOCATIONS

*Phone*

*Department*

*Location*

## **ACADEMIC DEPARTMENTS:**

2990	Anthropology	Wooster Science Building, 124
3850	Art Education	Smiley Art Building, 108A
3875	Art History	Smiley Art Building, 108
3830	Art Studio	Fine Arts Building, 225
3770	Biology	Coykendall Science Building, 106
2760	Black Studies	Faculty Office Building, W2
2930	Business Administration	Vandenberg Hall, 312
3790	Chemistry	Coykendall Science Building, 105
3450	Communication & Media	Coykendall Science Building, 51
3620	Communication Disorders	Humanities, 14A
3990	Computer Science	Faculty Office Building, N12
2969	Economics	Jacobson Faculty Tower, 814
2831	Educational Studies	South Classroom Building, 152
2860	Elementary Education	South Classroom Building, 112
2720	English	Jacobson Faculty Tower 714
3720	Electrical/Computer Engineering	Resnick Engineering Hall, 103
3480	Foreign Languages	Jacobson Faculty Tower, 414
2995	Geography	Hanmer House, I
3760	Geological Sciences	Wooster Science Building, 202
3545	History	Jacobson Faculty Tower, 916
3532	Mathematics	Faculty Office Building E2
2700	Music	College Hall Unit G, 100
2355	Nursing	van den Berg Hall 201
2980	Philosophy	Jacobson Faculty Tower, 916
3740	Physics	Wooster Science Building, 202
3540	Political Science & International Relations	Jacobson Faculty Tower, 814
3470	Psychology	Jacobson Faculty Tower, 314
2850	Secondary Education	South Faculty Office Building, 101
3505	Sociology	Jacobson Faculty Tower, 516
3865	Theater Arts	College Theater, 102
2975	Women's Studies	Southside House

## **ACADEMIC SERVICES:**

3015	Academic Advising	Wooster Science Building, 03D
3200	Admissions	Hopfer Undergraduate Admissions and Alumni Center
3265	Career Resource Center	Haggerty Administration Building, 705
3580	Tutoring & Writing Center	South Classroom Building, 132
3816	Academic Computing	IF, Wooster Science Building
2900	Continuing & Professional Education	ConProEd
2920	Counseling Center	Student Health & Counseling Center Building, 201
3020	Disability Resource Center	Student Union Building, 205
3220	Educational Opportunity Program	Haggerty Administration Building 401
3595	English as a Second Language (ESL)	van den Berg Hall Annex, 250
3250	Financial Aid	Haggerty Administration Building, 603
3125	International Education	International Guest House
3100	Records and Registration	Haggerty Administration Building, 19
3700	Sojourner Truth Library	Sojourner Truth Library
3150	Student Accounts (Bursar)	Haggerty Administration Building, 210

## **DEANS:**

3015	Academic Advising	Wooster Science Building, 03D
2930	Business	Vandenberg Hall, 312A
2800	Education	South Classroom Building, 107
3860	Fine & Performing Arts	College Theatre, 116
3520	Liberal Arts & Sciences	Jacobson Faculty Tower, 616
3728	Science & Engineering	Resnick Engineering Hall, 214

## **PROVOST:**

3280	Academic Affairs	Haggerty Administration Building, 801
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## TEN TIPS FOR ACADEMIC SUCCESS

- 1) **Know** that the goal of a university and the expectation of your instructor is more than just getting you to memorize and reproduce what was told to you in the classroom. The instructor's way of teaching and your way of learning will be very different from high school.
- 2) **Expect** to have material covered at two to three times the pace of high school. The instructor's goal is also for you to have a greater understanding of the material, especially the ability to apply what you have learned to new situations (when relevant).
- 3) **Be prepared** that the instructor does not want to "program" you with isolated facts and monitor your progress in remembering these facts. The instructor's job is to provide a framework, with some of the particulars, to guide you in your learning of concepts and methods that make up the course.
- 4) **Be willing to study** a minimum of two hours for every hour of class you had that day. You cannot be taught everything in the classroom. The instructor's role in the classroom is to illustrate the key points of the subject in an efficient way. It is your responsibility to learn the material, and most of this learning must take place outside of the classroom.
- 5) **Read** textbooks in the order of the weekly reading assignments so that you can comprehend the material in advance. The textbook gives a detailed account of the material in the course, many examples of problems which are worked out, and should supplement examples you see and hear in the lecture. The textbook is not a novel, so the reading you do should be slow-going and detailed. Read at your own pace and take notes on the material from the book.
- 6) **Come prepared for class** by reading the material before it is presented in a lecture. College lectures are fast-paced and will make more sense to you if you read assignments in advance.
- 7) **Attend all classes** to see the best results in your grades. In addition to studying outside of class, it is essential to know the professor, experience first-hand everything covered in the classroom and meet other students so that you can create your own study group.
- 8) **Be familiar with** each course outline and syllabus provided to you. These outline the course, expectations and grading procedures. The instructor's office hours, phone number and office location are also provided.
- 9) **Make optimum use of your free time.** Since no one will be around to say "do your homework", you need to discipline yourself to do daily "homework" based on assignments which the instructor provides in the syllabus. Break down those assignments so that you read a little for each course each day.
- 10) **Start out working very hard.** The best tip you can get from students who made it through their first year is that the best way to get good grades is to do well from the beginning. Once you get A's and B's on an exam, it is a lot easier to keep those grades up. If you slack off and do not take your work seriously in the beginning, bringing up poor grades is very difficult. Impress yourself and your instructor by doing your best.  
Adapted from Zucker, S., 1996.

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## **ACADEMIC ADVISING CENTER**

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