POST-BA PROGRAM IN COMMUNICATION DISORDERS POLICIES

This document contains policies pertaining to admissions, enrollment, and appeal of dismissal. If you have questions about any of these policies, please contact Nina JeckerByrne, Program Coordinator, at jeckerbn@newpaltz.edu.

Admissions

Requirements

1. Applicants must have completed a four-year baccalaureate degree from an accredited institution.

2. Official transcripts are required from each school the applicant attended after leaving high school, even if credits appear as transfer credits on another transcript.

3. Applicants whose undergraduate degree is from a school outside of the United States must submit an official degree credential evaluation from a member of the National Association of Credential Evaluation Services (NACES) - http://www.naces.org/members.htm.

4. Applicants must have a combined cumulative grade point average (GPA) of at least 2.8. Applicants with a lower GPA may petition for acceptance by submitting a letter of explanation along with the application form.

5. Applicants may also be required to submit proof of English language proficiency, as described here under "Six ways to demonstrate English language proficiency": http://www.newpaltz.edu/graduate/students/international/.

6. The application form, available here: http://www.newpaltz.edu/commdis/postbacertificate.html; must be completed and submitted to the program coordinator in the manner indicated on the form. The applicant’s signature on the form certifies that the information on the form is complete and truthful. In the case of an electronically completed form, the typed name is considered equivalent to a signature.

7. A non-refundable application fee must be paid online using the link on the application form (payment URL is www.newpaltz.edu/commdis/postba).

8. Applicants must submit a personal statement. The statement must be a typed, double-spaced admissions essay of approximately 400-500 words. The essay is a demonstration of writing skill and should reflect only the work of the applicant. It should exhibit exemplary
writing style, organization and mechanics. The essay must address the writing prompts listed on the application form.

Disclaimer

Acceptance into the Post-Baccalaureate Program in Foundations of Communication Disorders is contingent upon meeting the minimum requirements. This program does not confer matriculation status to the student. It does not guarantee enrollment in required or recommended courses. Completion of the program does not guarantee acceptance into a graduate program.

Property Rights

In accordance with American Association of Collegiate Registrars and Admission Officers policies, all application materials submitted will become the property of SUNY New Paltz and will not be returned to the applicant.

Acceptance

Accepted students receive a letter of acceptance to the program via email usually within two weeks after all application materials have been received. The offer of acceptance is valid through the date specified on the acceptance letter. After that date, the university is not required to honor the offer of acceptance.

Non-Acceptance

Applicants who are not accepted receive a letter of non-acceptance via email usually within two weeks after all application materials have been received. Non-accepted applicants may re-apply up to two more times within the subsequent five years. After five years from the date of the first non-acceptance letter, whether the applicant has re-applied or not, no further applications will be considered.

Enrollment

Acknowledgement of Post-BA Program Policies

All new students must read this policy document and acknowledge that they have read and understood the policies before they can be registered for any class in the program. The policy document is mailed to new students along with the letter of acceptance, and the Acknowledgement page must be signed and emailed to the coordinator. If the Acknowledgement page is not received in time to register, the student will not be able to take classes in the intended starting term.
Registration

All registration actions, registration, course adds/drops or withdrawals must be completed by the coordinator. Students are responsible for being aware of the deadlines as noted in the Academic Calendar (http://www.newpaltz.edu/events/academic.php) and for contacting the coordinator in advance of the deadlines for any registration action (course add/drop or withdrawal).

No-Show

A “no-show” occurs when a student does not sign into a course for which he/she is registered and does not contact the course instructor or program coordinator:

- Students must notify the program coordinator by the end of the first full week of classes if unable to remain enrolled in any class.
- If the student does not contact the course instructor or program coordinator by the end of the first full week of classes, the student will be de-registered from all classes by the end of the second week of classes and the student will be withdrawn from the program; future program enrollment will be prohibited.

Students who are dismissed from the program may appeal; please read the Appeal policy below.

GPA and Continued Enrollment

Students must receive a grade of 3.0 (B) or better in each Post-BA course in order to continue in the program. Courses cannot be repeated. If the grade for a course is lower than a B, the student will be withdrawn from the program and future program enrollment will be prohibited. Students who are dismissed from the program for low grade(s) may appeal; please read the Appeal policy below.

Time Off from the Program

Students may take one semester off and still be considered active in the program. If no classes are taken for more than one semester, then the student will be made inactive. Students who are made inactive for this reason may reapply to the program if they wish to continue at a later time.

Academic Integrity

At SUNY New Paltz and in the Department of Communication Disorders, we highly value academic integrity. We reserve the right to deny applications where there is evidence that the campus Academic Integrity policy has been violated, and accepted students are expected to adhere to the campus Academic Integrity policy throughout their enrollment. Please read the Academic Integrity policy here: http://www.newpaltz.edu/ugc/policies/policies_integrity.html.

SUNY New Paltz Policy for Identity Verification of Online Students

The policies and procedures below are designed to comply with the Higher Education Opportunity Act, specifically Public Law110-35, stipulating that accrediting agencies require postsecondary institutions that “offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance
education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit.”

SUNY New Paltz policies and procedures for addressing identity verification of online students is an integral part of its policies on academic integrity. The New Paltz policy on academic integrity can be found at http://www.newpaltz.edu/ugc/policies/policies_integrity.html. The policy defines cheating, plagiarism, and forgery and delineates the consequences of violating the policy. Submitting another student’s work or having another individual complete assignments, assessment, or tests in either online or seated courses is a violation of the academic integrity policy.

The Office of Computer Services and the Department of Academic Computing have been proactive in development of measures to ensure that our online learning environment is secure. First, all students taking courses through Blackboard, our course management system, have secure usernames and passwords. This follows the standards set by EDUCAUSE, the postsecondary instructional technology organization. In addition, challenge questions have been implemented that require that registered students, before they begin an online course, provide a question and answer for changing passwords and select among a choice of challenge questions for further identity confirmation. These identity markers are stored in databases and are used to verify identity.

The policies developed by the Office of Computer Services oversee the use of all IT resources. The policies are posted at http://csc.newpaltz.edu/policies/acceptable-uses-and-privacy-policy/. This contains a policy statement defining student responsibilities: You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.

Accommodations

The Department of Communication Disorders is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. Enrolled students who believe they have a disability for which they seek accommodation should request disability accommodation from the Disability Resources Center (DRC) at (845) 257-3020 or http://www.newpaltz.edu/drc/.

APPEALS

Students who have been dismissed from the program may not reapply, however they may submit a letter of appeal. Letters of appeal should be formally written (see criteria below) and be emailed to the coordinator. It is recommended that the letter be submitted as soon as possible following a dismissal for no-show. Regardless of the reason for dismissal, appeals are accepted for up to three months following the dismissal. After three months, the student may no longer appeal.
An Appeal Committee comprised of at least three SUNY Communication Disorders department faculty members makes the final decisions on any appeal, based on the letter of appeal from the former student and evidence supplied by Post-BA program instructors. In the rare instance that an appeal is granted, the student may re-enter the program when space is available. If space is not available, then the student will be placed on the waiting list with other students waiting to begin the program.

If an appeal is granted for continuation after dismissal for low grade(s), then the student may re-take the course in which the low grade was received when there is space available.

Appeal review may take several weeks, and Appeal Committee members are only available during the spring and fall semesters. All communication with the student is through the coordinator.

Letters of Appeal

**No-Show**: Students may appeal their dismissal for no-show by sending a letter to the coordinator explaining the circumstances. Letters must demonstrate an understanding of the policy and accountability for the no-show.

In rare cases where a no-show does not pertain to every class in which the student enrolled, and where an appeal is granted, the student may be permitted to remain in the other classes rather than being de-registered from all classes. Approvals from the Appeal Committee, the academic advisor, and the program coordinator are required.

**Low grade(s)**: For dismissal based on low grade(s), the letter of appeal must contain all of the following:

1. What were the circumstances that led to earning the low grade(s)
2. How the student plans to mitigate the effect of the low grades on their academic record
3. Acknowledgment that admission to graduate programs is extremely competitive and that re-takes and low grades, especially in prerequisite coursework, are especially problematic
4. What has changed since the low grades were earned, and why the student feels that she or he is able to continue in the program
5. How the student will ensure that her or his grades will fulfill the program requirement going forward
ACKNOWLEDGEMENT

Print this page, sign, and then send or email the completed page to the coordinator, jeckerbn@newpaltz.edu – Thank you

By signing below, I confirm that I have read and understood the Post-Baccalaureate Program in Communication Disorders policies.

_________________________________________________________ Date: ______________
Signature

__________________________________________________________
Print Name