The Graduate School
Laurel M. Garrick Duhaney, Ph.D.
Associate Provost for Academic Affairs
Dean of the Graduate School

(845) 257-3285
Toll Free: 1-800-248-8856
Haggerty Administration Building (HAB 804)

www.newpaltz.edu/graduate

The Graduate School has a long and proud history of providing professionals in the Hudson Valley the tools for success in their chosen career path.
Graduate Academic Policies Handbook
State University of New York at New Paltz

The information presented in this handbook is a summary of the policies of the State University of New York at New Paltz that are pertinent to how graduate Teaching Assistants carry out their responsibilities. It is intended as a guide. For complete information about a particular policy, please consult the reference indicated.

We have made every effort to provide salient and accurate information in this handbook. However, the State University of New York at New Paltz assumes no liability for errors or omissions in this publication and reserves the right to alter existing rules and regulations such as those governing academic programs, academic standards, and organizational structures within its jurisdiction and after appropriate consultation. Students, faculty, and staff are expected to be governed by the information herein published or subsequently altered.

Affirmative Action
SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation in education or employment, or in any of its policies or programs. All actions toward employees and students are based upon performance-related criteria. Further, SUNY New Paltz will not tolerate sexual harassment of employees or students. Any persons alleging discrimination should contact the Affirmative Action Office at 257-3271.
### THE GRADUATE SCHOOL

#### MAJOR/HEGIS/PROGRAM CODES

<table>
<thead>
<tr>
<th><strong>Master of Science in Education (MSED)</strong></th>
<th><strong>Major</strong></th>
<th><strong>HEGIS</strong></th>
<th><strong>PRG</strong></th>
<th><strong>Program</strong></th>
<th><strong>MAJOR</strong></th>
<th><strong>HEGIS</strong></th>
<th><strong>PRG</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>011A*</td>
<td>0823</td>
<td>25286</td>
<td></td>
<td>Adolescence Education: Biology</td>
<td>101A</td>
<td>0401.01</td>
</tr>
<tr>
<td>Childhood Education</td>
<td>013A</td>
<td>0802</td>
<td>25287</td>
<td></td>
<td>Adolescence Ed.: Earth Science</td>
<td>102A</td>
<td>1917.01</td>
</tr>
<tr>
<td>Early Childhood Concentration B-2 (013B)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adolescence Education: Chemistry</td>
<td>104A</td>
<td>1905.01</td>
</tr>
<tr>
<td>Environmental Concentration 1-6 (013E)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adolescence Education: French</td>
<td>105A</td>
<td>1102.01</td>
</tr>
<tr>
<td>Humanistic Concentration 1-6 (013H)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adolescence Ed: Mathematics</td>
<td>107A</td>
<td>1701.01</td>
</tr>
<tr>
<td>Math, Science, Technology Concentration 1-6 (013M)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adolescence Ed: Social Studies</td>
<td>109A</td>
<td>2201.01</td>
</tr>
<tr>
<td>Reading-Literacy Concentration 1-6 (013R)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adolescence Education: Social Studies</td>
<td>110A</td>
<td>1105.01</td>
</tr>
<tr>
<td>Special Education Concentration 1-6 (013S)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Master of Arts in Teaching (MAT)</strong></th>
<th><strong>Major</strong></th>
<th><strong>HEGIS</strong></th>
<th><strong>PRG</strong></th>
<th><strong>Program</strong></th>
<th><strong>MAJOR</strong></th>
<th><strong>HEGIS</strong></th>
<th><strong>PRG</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>020B*</td>
<td>0823</td>
<td>25279</td>
<td></td>
<td>Ceramics</td>
<td>301</td>
<td>1009</td>
</tr>
<tr>
<td>Childhood Education</td>
<td>020A</td>
<td>0802</td>
<td>25281</td>
<td></td>
<td>Metal</td>
<td>302</td>
<td>1009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Certificate of Advanced Studies (CAS)</strong></th>
<th><strong>Major</strong></th>
<th><strong>HEGIS</strong></th>
<th><strong>PRG</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Nurse Spec: Adult Health</td>
<td>400</td>
<td>1203.12</td>
<td>30089</td>
</tr>
<tr>
<td>School Leadership</td>
<td>401A</td>
<td>0827</td>
<td>29035</td>
</tr>
<tr>
<td>Alt Cert. School District Leader (Trans D)</td>
<td>401B</td>
<td>0899.54</td>
<td>29036</td>
</tr>
<tr>
<td>School Business Leadership</td>
<td>402A</td>
<td>0827</td>
<td>29037</td>
</tr>
</tbody>
</table>

*These programs are not accepting new applications.*
THE COLLEGE OFFERS PROGRAMS LEADING TO NINE MASTER’S DEGREES AND TO THE CERTIFICATE OF ADVANCED STUDY.

Master of Science in Education
The Master of Science in Education program is for teachers who wish to improve their professional competence and mastery of subject matter. Completion of a degree program may lead to professional certification in a field and level, providing the student has at least three years of full-time teaching experience and has initial certification in a teachable major.

Master of Arts in Teaching
The Master of Arts in Teaching degree is designed specifically for non-certified students who have bachelors’ degrees in an academic discipline and who wish to earn a teaching certificate at the secondary level.

Master of Science for Teachers
The Master of Science for Teachers degree is designed specifically for non-certified students who have bachelors’ degrees in an academic discipline and who wish to earn a teaching certificate at the elementary level.

Master of Professional Studies
The Master of Professional Studies degree is offered in humanistic/multicultural education. This program is designed for individuals who are involved in education in its broadest sense by seeking to help others develop their intellectual capacities, expand their self-knowledge, develop interpersonal skills, or foster humane working, learning or living situations. Students currently enrolled include individuals in the helping professions and teachers with certification in special subjects such as family-consumer science, health, music, physical education, and technology.

The Humanistic/Multicultural Education program also offers a 15-credit Multicultural Education Certificate program. This post-master’s certificate program prepares teachers and other educational professionals to further develop knowledge and skills to effectively educate and support the diverse students in our schools and close the achievement gap. This certificate program does not lead to a graduate degree.

Master of Arts
The Master of Arts degree may serve as a complete program in a specific discipline or as a first stage of graduate study. If a student has initial certification at the secondary level in the same discipline as the MA, application for professional certification may be made upon completion of the degree, providing the student has at least two years of full-time teaching experience in the area of certification.

Master of Arts: Art Studio
The Master of Arts degree in Art Studio program offers a summer-intensive interdisciplinary concentration where students share studio space with visual art education students. The professional goals of the MA in Art Studio program are substantially different from those of the MFA degree. Admission into the MA in Art Studio program and completion of some or all of the program’s requirements does not insure continuation into the MFA program. A student enrolled in the MA in Art Studio program who wishes to transfer into the MFA must request a faculty review after the completion of 12 credits in residence in the area of concentration, and be approved by the faculty for transfer into the MFA program.
Master of Science

Communication Disorders. The Department of Communication Disorders offers two concentrations leading to the Master of Science: Speech-Language Pathology and Speech and Language Disabilities. The Speech-Language Pathology concentration leads to New York State licensure and ASHA certification in speech-language pathology. The “Speech and Language Disabilities” concentration leads to New York State teacher certification as a Teacher of Students with Speech and Language Disabilities.

Computer Science. The computer science program is designed to provide students with a strong foundation for advanced professional work or doctoral study in the computer field. Courses are offered in computer software, hardware, theory, and mathematics. This graduate-level program requires 30 credit hours selected from three course categories, allowing for both breadth and depth of study. To accommodate part-time students, most graduate courses are offered in the late afternoon or evening and meet once a week. Teaching assistantships are available on a competitive basis. The program does not require a baccalaureate degree in computer science.

Electrical Engineering. The Electrical Engineering program offers courses in electromagnetic fields and waves, telecommunications, electronics, and control systems. The program has two options: thesis and non-thesis. The thesis option emphasizes research and requires submission of a thesis in addition to taking advanced core and elective courses in electrical engineering. This option requires the completion of 30 credits, 24 course credits and 6 thesis credits. The non-thesis option requires completion of 30 course credits and successful passing of a comprehensive examination. The program, which can be pursued either full- or part-time, is designed to serve recent graduates and practicing engineers who need in-depth knowledge in the rapidly changing and expanding areas of electrical engineering beyond what can be included in the traditional bachelor’s program.

Music Therapy. The Master of Science in Music Therapy is a 48-credit program designed to provide students with a comprehensive education in Music Therapy at the advanced level. A second purpose of this program is to comply with the new requirements as set forth by New York Article 163 that requires Music Therapists to become licensed creative arts therapists in New York. The program meets the guidelines for the approval of academic programs in music therapy as set forth by the National Association of Schools of Music, the American Music Therapy Association, and the Commissioner’s Regulations – Sec. 52.34 Creative Arts Therapy.

Counseling. The Mental Health Counseling program offers students the opportunity to pursue a specialized course of study leading to a 60-credit Master of Science degree in Mental Health Counseling. It serves both students seeking licensure as mental health counselors and those who intend to eventually proceed into doctoral programs. Degree requirements cover a core curriculum and specialized courses. Three required fieldwork courses provide unique, varied, and intense hands-on mental health counseling training experiences under supervision of licensed professionals.

The School Counseling program offers a 60-credit Master of Science in School Counseling, which prepares students for certification as school counselors. The curriculum covers school counseling practice and research, in addition to necessary coursework in human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program development, and professional orientation. Practicum and internship experiences provide unique, varied, and intense hands-on school counseling training experiences that meet state certification requirements. The degree can be completed full-time in two years, including summer classes.
**Nursing.** The Department of Nursing offers a 42-credit curriculum for the Master of Science degree with a concentration in Adult Health Nursing. The program can be completed in 2-3 years of part-time study. Program graduates are eligible for the American Nurses Credentialing Center Medical Surgical Clinical Nurse Specialist examination leading to the credential Advanced Practice Registered Nurse, Board Certified (APRN, BC).

**Master of Business Administration**  
The Master of Business Administration program prepares career-oriented individuals for a broad range of management responsibilities, with a focus on a concentration specialization. The MBA program will enable students to take managerial and professional leadership roles in regional, national, and international enterprises.

**Master of Fine Arts**  
The Master of Fine Arts degree program is a 60-hour program specializing in ceramics, metal, painting/drawing, printmaking and sculpture (photography and graphic design). Candidates holding a master’s degree may petition the department to transfer a maximum of 30 credits toward the 60-credit requirement.

**Certificate of Advanced Study**  
The Department of Educational Administration’s Certificate of Advanced Study program is a 60-hour program (30 hours beyond the master’s degree) leading to professional certification, and to the College’s Certificate of Advanced Study. The following specializations are offered: School Leadership, Alternate Certificate: School District Leader (Transition D) and School Business Leadership.

The **Certificate of Advanced Study, Clinical Nurse Specialist** (CNS) Adult Health, is an 18-credit program designed for students who hold a master’s degree with a concentration in nursing. Graduates will be prepared for the American Nurses Credentialing Center (ANCC) board examination in the specialty of adult health/medical surgical nursing. Upon successful examination the applicants’ credential will be APRN, BC (Advanced Practice Registered Nurse, Board Certified).
Teacher Education Programs
OFFICE OF EDUCATIONAL ADVISEMENT
(845) 257-2807

Certification
The information listed below reflects the new guidelines, as of February 2, 2004, which is subject to change based on the State Education Department’s certificate initiatives.

Initial and Professional Certification. An Initial Certificate, valid for five years, will be issued at the request of the student upon completion of an approved program. After receiving an Initial Certificate, there is a five-year requirement in which an appropriate master’s degree must be earned. One may receive a one-year extension by contacting SED, restricted by a rigid set of protocols. A Professional Certificate will be issued upon completion of the requirements for Professional Certification in effect at the time of issuance.

Candidates must file with SED official qualifying scores on the New York State Teacher Certification Exams (NYSTCE). There are three exams: The Liberal Arts and Science Test (LAST), the Assessment of Teaching Skills-Written (ATS-W), and the Content Specialty Test in the appropriate certification area. All three tests are required for the Initial Certification. For further test information call (518) 474-3901 or visit their website at: www.nystce.nesinc.com.

Candidates pursuing the MAT and the MST programs are recommended for both the Initial and Professional Certification upon successful completion of their program, which includes a final semester of student teaching.

Candidates pursuing additional certification in a field not offered at New Paltz, but who are taking courses through us must consult the Alternate Route Division of the Office of Teacher Education and Certification, Cultural Education Center, Empire State Plaza, Albany, New York 12230. The phone number is: (518) 474-3901 and their website is: http://www.highered.nysed.gov/tcert/contact.htm. The e-mail is: tcert@mail.nysed.gov.

CHILD ABUSE IDENTIFICATION AND REPORTING WORKSHOP:
All candidates for teacher certification in the State of New York are required to attend a two-hour training in the recognition and reporting of child abuse or neglect. Group sessions are offered on campus, or students may take the mandatory training at local state education approved agencies or hospitals. Candidates taking this training off campus must submit proof of completion to the Education Advisement Office in OMB 105. Evidence of training must be documented in this office before recommendation of certification can be processed and sent to SED. On campus information regarding workshop dates can be obtained by calling the Assistant to the Dean’s Office at (845) 257-2874.

SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION WORKSHOP (SAVE):
All candidates for teacher certification in the State of New York are required to attend a two-hour training in school violence and prevention. Group sessions are offered on campus, or students may take the mandatory training at local state education approved agencies or hospitals. Candidates taking this training off campus must submit proof of completion to the Educational Advisement Office in OMB 105. Evidence of training must be documented in this office before recommendation of certification can be processed and sent to SED. On campus information regarding workshop dates can be obtained by calling the Mid-Hudson Teacher Center at (845) 257-2885.

FINGERPRINTING:
All candidates for teacher certification in the State of New York are required to be fingerprinted and have a criminal history records search done for certification and employment. The Education Advisement Office and the University Police Department offer fingerprinting sessions each semester. On campus information can be obtained by calling the Education Advisement Office at (845) 257-2807. The phone number in SED is (518) 473-2998, the website is: http://www.highered.nysed.gov/tcert/ospra/index.html, and the e-mail address is: ospra@mail.nysed.gov.
Consistent with its mission as a public institution of higher education SUNY New Paltz sponsors a broad spectrum of opportunities and services for graduate students in its service region. Although there is a stringent set of criteria for matriculation in a degree program, most students will have access to post-baccalaureate study at New Paltz. Although enrollment in some courses is restricted to matriculated students, many courses have prerequisites, and many others are open and available to students with graduate standing regardless of their field of preparation.

Graduate studies at New Paltz presupposes a rigorous course of study at a higher level and in greater depth than at the undergraduate level. Matriculated students follow a prescribed program, the "plan of study", and must remain in academic good standing. Other students may register for courses for which they are qualified without regard to a "plan."

Non-matriculated students who subsequently apply for matriculation are considered in a manner similar to undergraduate transfer students. That is, graduate credits earned prior to matriculation will be evaluated by the department to determine which, if any, may be applied to the degree. Factors to be considered in evaluating these credits include the grade received, the accreditation status of the school, and, for rapidly changing fields, the currency of skills and information covered in the courses.

The non-matriculated classification includes visiting students, students in the last term of their baccalaureate study, and others who do not plan to work toward a degree. On request, the College will provide an official transcript of all graduate courses completed and the grades earned. No official status or obligation pertains to non-matriculated students.

DEFERRAL POLICY

The following deferral policy is applicable to some programs. Please check with your departmental advisor to see if this policy applies to you. Graduate program acceptance and matriculation is for the semester indicated in the student’s acceptance letter. Students who do not enroll in the semester for which they are accepted forfeit their place in the program. Students who have forfeited acceptance into a program have up to one year to request that their acceptance be reinstated. However, granting this request remains at the discretion of the program and the Dean of the Graduate School. After that point, it will be necessary to reapply. The Request for Deferral of Matriculation may be downloaded from our website at:

http://www.newpaltz.edu/graduate/forms.html

PLAN OF STUDY

Once a student receives his/her letter of matriculation from the Dean of the Graduate School, he/she should meet with the assigned advisor to complete a Plan of Study. The Plan of Study is to be signed by the student, the student's academic advisor(s), the department chair, and is approved by the Dean of the Graduate School. Secondary Education graduate students must have their plans approved by the Education and Content area advisors. Please note that undergraduate courses cannot be listed on a graduate Plan of Study.
An official Plan of Study must be forwarded to the Graduate School for final approval by the Dean by end of the student’s first semester of coursework following matriculation. Subsequent minor revisions to the plan may be made using the “Request for Change in Plan of Study” form which is available from the academic advisor(s) or from the Graduate School website at: http://www.newpaltz.edu/graduate/forms.html. If the student requires more extensive revision to his/her original plan of study, then a replacement plan should be filed with the Dean of the Graduate School.

ADVISING

Candidates for graduate degrees are assigned an advisor who will assist in developing a plan of study to reflect the student’s interests and career plans and to fulfill degree requirements. Students should not select elective coursework without consulting their advisor or developing a plan of study.

Non-matriculated students may contact the Graduate School for advisement.

ACADEMIC “GOOD STANDING” Note: Revised Academic Standing rules as of 10/12/2007

Academic Good Standing is defined as a cumulative GPA between 3.0 and 4.0.

Academic Warning is defined as a cumulative GPA between 2.75 and 2.99, after nine credits of graduate coursework. Students placed on academic warning will receive a letter from the Graduate School and must make appointments to meet with their academic advisor and the Dean of the Graduate School. After two consecutive semesters of academic warning, a student’s registration is barred and the block is only removed after the student meets with the Dean of the Graduate School. If the student’s academic status does not return to good standing after the third consecutive semester, the student may be academically dismissed.

Academic Probation is defined as a cumulative GPA between 2.50 and 2.74 after nine credits of graduate coursework. Students placed on academic probation will receive a letter from the Graduate School and must make appointments to meet with their academic advisor and the Dean of the Graduate School. While in this academic status, the student’s transcript will be marked with a probation indicator. If a student fails to meet with the Dean, he/she will be blocked from future registration. Students will be academically dismissed after two consecutive semesters of academic probation.

Academic Dismissal is incurred once a student has earned a cumulative GPA below 2.5, after twelve credits of graduate coursework. Students will also be dismissed after three consecutive semesters of academic warning or after two consecutive semesters of academic probation. Once a student has been academically dismissed, the student is deregistered from current coursework and future registration is prohibited. This action also means that the student cannot matriculate into another graduate program at SUNY New Paltz.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Academic Standing</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00-4.00</td>
<td>Good Standing (GS)</td>
<td></td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>Academic Warning—1st semester (W1)</td>
<td>Registration is not affected.</td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>Academic Warning—2nd semester (W2)</td>
<td>Registration is prohibited. Student must meet with Dean of The Graduate School before he/she will be allowed to register.</td>
</tr>
<tr>
<td>2.50-2.74</td>
<td>Academic Probation (AP)</td>
<td>Future registration is prohibited. A probation indicator will be noted on the student’s transcript.</td>
</tr>
<tr>
<td>2.49 and ↓</td>
<td>Academic Dismissal (AD)</td>
<td>Registration is prohibited and student is deregistered from coursework.</td>
</tr>
</tbody>
</table>
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 that the proper designee.

Plagiarism is the representation, intentional or unintentional, of someone else’s words or ideas without attribution or 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, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

Faculty members must report in writing cases of cheating, plagiarism or forgery to their department chair, academic Dean and Associate Dean for Student Affairs. Faculty members are also responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing in writing the department chair, the academic Dean, and the student of the alleged violation and the proposed penalty. The academic penalty may range, for instance, from failure of a specific piece of work in a college course to failure of the course itself.

Cases requiring disciplinary and/or grade appeal action will be adjudicated in accordance with Procedures for Resolving Academic Integrity Cases, a copy of which is available in the office of the Dean of the Graduate School, the office of the Provost for Academic Affairs, and in the academic Dean’s office.

GRADUATE APPEALS PROCEDURES

PROCEDURE FOR IMPLEMENTING GRADUATE ACADEMIC APPEALS

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.

The following steps should be taken to initiate and process an academic appeal. 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 decision whether or not to proceed to each step of the procedure.

**Step 1:** The student must consult with the instructor 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. A handwritten note is sufficient.

**Step 2:** The student must consult with the chair of the department offering the course. 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. A handwritten note is sufficient.

**Step 3:** The student must go to the Dean of the School offering the course in question, complete the "Student Form for Academic Appeals," and arrange a meeting with the Dean. If no satisfactory resolution is achieved after consultation with the Dean, the student may initiate step 4. The student must request a signed and dated acknowledgement of the consultation from the Dean.
Step 4: The student should forward to the Graduate Council, via the Dean of the Graduate School (HAB 804), an explanatory cover letter, a copy of the "Student Form for Graduate Academic Appeals," and any pertinent documentation.

Step 5: The Graduate Council will review the material submitted. After due consideration of the issues, the Council will decide whether further action is justified and the nature of such action. The Council may request a consultation with the student at this step; however, consultation should not be considered routine. The Council may also request a consultation with other individuals involved in the appeal or may request any other information needed for clarification of the issues. The Council will inform the student of its decision in writing.

Step 6: The Graduate Council will recommend to the Provost/Vice President for Academic Affairs such action as he/she deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

Step 7: The Provost/Vice President for Academic Affairs will have the ultimate authority in rendering a judgment in cases presented to him or her through the above process. The Provost/Vice President for Academic Affairs will inform the student in writing of the decision.

STUDENT FORM FOR GRADUATE ACADEMIC APPEALS

This form is to be filled out with the assistance of the appropriate representative of the Dean's office and only after the instructor and the chair of the department have been consulted, and if the problem has not been resolved. The Student Form for Graduate Academic Appeals may be downloaded from our website at: http://www.newpaltz.edu/graduate/forms.html

NOTE: Three (3) copies of this form will be needed (appropriate Dean, Graduate Council, [via the Dean of the Graduate School—HAB 804], student) if the appeal has not been resolved by the Dean.

COURSE-NUMBERING SYSTEM

The first three letters identify the department of origin of the course; the third digit denotes the level; the last two digits identify the course in the department’s course taxonomy.

500-Level Courses.
These are graduate courses designed to build upon the knowledge and skills achieved in an undergraduate field of specialization.

700-Level Courses.
These are advanced courses designed specifically to extend in depth and specialization the knowledge and skills of the student who has an extensive background in the subject area. Appropriate prerequisites are indicated for these courses.

Graduate students do not receive credit for any course below XX5XX.

GRADING SYSTEM

Student performance in most courses is evaluated by letter grades according to the following scale: grades of A, A- which is outstanding work of consistently high order; B+ for work which is distinctly above average; B which is average work; B-, C+ for below average work; C, C-, D+, D, or D- for less than marginal work; F is failing.

The computation of grade point average is based upon the following point values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>Grade</td>
<td>GPA</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>2.67</td>
</tr>
<tr>
<td>D</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The mark of I (Incomplete) is awarded at the discretion of the instructor and on the request of the student only when the student has completed at least three-quarters of the required work for a course and where a personal emergency prevents the student from finishing the work on schedule. Students must complete the course work by midterm of the next semester they are registered or the I will be converted to an F.

A student who does not register for one calendar year after the semester or summer session in which the incomplete was awarded will have the incomplete converted to a “permanent incomplete” (I*) if the course is not completed, or an extension not granted, and the instructor does not change the grade within a calendar year of granting the incomplete. The “permanent incomplete” can never be changed, but a student may graduate with the mark on his/her record.

The mark of H (Hold) is used only in those few courses for which it has been approved, such as where the work begun for a Thesis in a given semester is continued into the following semester. The grade given at the end of the second semester automatically replaces the H given for the first semester. The mark of H is also frequently assigned, instead of an I, when the coursework in “Thesis” is incomplete.

Students may not graduate with an H or an I mark on their record. There is one exception to this rule. A student with an incomplete in a course which was taken in his/her last semester at New Paltz and which is not needed to fulfill any college, curriculum, major, or minor requirement may request a permanent incomplete (I*). This request must be made in writing to the Registrar, HAB 13, and, if the permanent incomplete is granted, the mark can never be changed. This exception does not apply to the mark of H.

**Calculation of Grade Point Average**

All SUNY New Paltz graduate courses on the student’s graduate transcript are used to calculate the GPA.

**S/F Option**

Graduate students may not elect the S/F Option (formerly listed as the S/U Option) for graduate classes.

Graduate students who take an undergraduate class outside of their disciplinary area may petition the Dean of the Graduate School for the S/F option (formerly listed as the S/U Option) for this class. This option will be granted once for any graduate student.

**Replace Course Grading Option**

Matriculated graduate students may elect to repeat a course under the “Replace Course Grading Option.” The “Replace Course Grading Option” is available to matriculated graduate students as a one-time, single course option, subject to the approval of their advisor or department chair, and the Dean of the Graduate School. Under this option, when the course is repeated, only the second grade will be calculated in a student’s cumulative grade-point average.

**WITHDRAWAL FROM A COURSE**

A student may withdraw from a course until the date specified in the academic calendar with the payment of a fee. The relevant dates are specified in the academic calendar which appears in the Schedule of Classes. A course withdrawal after that date will be permitted only for compelling non-academic reasons; students should consult with the office of the appropriate Dean of the faculty for detailed information. No record of course enrollment will appear on the transcript if a course is dropped during the course-change period. A grade of W will be recorded for withdrawals from courses after the course-change period and until the course withdrawal deadline date. A grade of F* will be recorded for any student who informally drops a course without following the procedure outlined above. The signature of the instructor and last date of attendance must be on the withdrawal form.
SECOND DEGREE AT THE SAME LEVEL
Under certain conditions, students may earn a second degree at the same level. Students may pursue a second master’s degree once the first degree has been awarded. Petitions for a second degree are referred to the Dean of the Graduate School by the Department Chair of the discipline in which the second degree is proposed. The following regulations apply:

1. The plan of study of the second degree must be substantially different from the plan of study of the first degree so as to constitute, in the judgment of the faculties concerned, a new discipline.
2. Normally, at least two-thirds of the credits of the second degree, or a minimum of 24 credits, whichever is greater, must be credits that were not included in the first degree.
3. All relevant degree requirements, including residency requirements, must be satisfied for both degrees.

In addition, we have three approved concurrent programs:
- The MAT in Biology and the MA in Biology
- The MAT in English and the MA in English
- The MAT in Mathematics and the MA in Mathematics (This program has been temporarily placed on hold.)

FIELDWORK/SELECTED TOPICS COURSES
Selected topics courses are regularly scheduled courses that focus on a particular subject. They may be offered by any department. Descriptions of selected topics courses are printed in the Schedule of Classes each semester.

Fieldwork courses are approved experiences offered by individual academic departments to enable students to enrich their academic program with applied work in their field of study. Fieldwork courses may be offered by any department. Permission of the instructor, the chairperson, and the Dean of the Faculty are required to enroll in a fieldwork course. The Fieldwork request form may be downloaded from the Registrar’s website at: http://www.newpaltz.edu/registrar/forms.html

INDEPENDENT STUDY
The primary purpose of an independent study is to enable the student to pursue knowledge and understanding in an area not covered by a regularly offered course or to a greater depth than is possible through an existing course. Independent study places the major responsibility for learning directly upon the student, who must have sufficient maturity to identify and resolve a problem through extensive and rigorous research, to search for and to integrate information from a variety of sources, to interpret the data, and to express clearly the meaning of the whole. It is essentially a tutorial course involving close and frequent contact between the student and an instructor.

Because an independent study presupposes a serious interest on the part of the student to study and to research a particular problem or area, it is expected that the instructor and student will devote sufficient time to consider the project in advance to ensure that it is both worthwhile and feasible.

Any single independent study may be offered for 1, 2, 3 or 4 semester credit hours. Up to 6 semester credit hours in independent study may be applied to graduate degrees. All independent study requests must be approved in advance by the instructor, the advisor, the department chairperson and the Dean of the Faculty. The Independent Study request form may be downloaded from the Registrar’s website at: http://www.newpaltz.edu/registrar/forms.html

NON-MATRICULATED STUDENT CREDIT LIMIT
Registration is blocked for any non-matriculated student after six to nine graduate credits. The student is required to sign a waiver in the Graduate School in order to remove the block. He/She must obtain the permission (through signature) of the department chair or the appropriate academic dean before registering for courses beyond the 6-9 credit limit. Should the student be accepted for matriculation, only 6-9 graduate credits may be transferred to the graduate degree program. The Non-matriculated Student Waiver may be downloaded from our website at: http://www.newpaltz.edu/graduate/forms.html
RESIDENCE AND TRANSFER CREDIT POLICY

Residence credit is defined as credit earned in courses offered by New Paltz full-time or adjunct professors in a regular or summer session. Twenty-four semester hours of graduate study normally constitute the minimum residence credit requirement for graduate degrees.

On the recommendation of the department, up to nine transfer credits (some departments may accept fewer) may be applied to the degree at the time of matriculation, subject to the following conditions:

- The course was taken at the graduate level at an accredited institution.
- A grade of B- or better was earned in the course.
- The course was taken before matriculation at New Paltz.
- Courses may be no older than seven years.

For transfer credits to be posted to the New Paltz transcript, these conditions must be met. The Graduate School requires an official copy of the transcript, the course must be listed on an approved Plan of Study (or amended Plan of Study) and a New Paltz equivalent course must be assigned by the department. The Graduate Credit Transfer Request form may be downloaded from our website at: http://www.newpaltz.edu/graduate/forms.html

- Transfer credits may be given after matriculation under special circumstances with permission of the Dean of the Graduate School.

Graduate credits taken while an undergraduate at New Paltz, but not required for the undergraduate degree

On the recommendation of the department and with the approval of the Dean of the Graduate School, SUNY New Paltz graduate students may transfer to their graduate program up to nine (9) graduate credits taken as an undergraduate at SUNY New Paltz, that were not used to fulfill requirements for their undergraduate degree. These courses must be listed on the Plan of Study as approved transfer credits. Students must pay the tuition differential at the current graduate rate in order for the course credits to be transferred to their graduate transcript. Some departments limit transfer credits to fewer than nine (9) graduate credits. Courses may be no older than seven years. The Graduate Credit Transfer Request form may be downloaded from our website at: http://www.newpaltz.edu/graduate/forms.html

TIME LIMIT FOR COMPLETION OF DEGREE

All requirements for a graduate degree, including transfer credits, must be met within seven years of the completion date of the first course listed on the plan of study. After that date, students' matriculation status may be cancelled. Some departments may specify a shorter period. If the time limit expires, students must write to the department with a request, and a projected completion date. If the department recommends approval, the coordinator sends this request to the Dean of the Graduate School for consideration. The Request for Extension of Time form may be downloaded from our website at: http://www.newpaltz.edu/graduate/forms.html

NOTE: Students are expected to consult college publications to determine deadlines for various procedures related to their academic programs. These include course withdrawals, graduation notification, registration, and payments.

AUDIT PRIVILEGES

Some academic courses may be audited. Registered students at the State University of New York at New Paltz, faculty and staff of New Paltz, and persons over 60 years of age may audit courses without paying a registration fee. For all others, a non-refundable registration fee of $50.00 will be charged and payable to Student Accounts. Persons who would like to audit a course must obtain an Audit Form from the Office of Records and Registration. The completed form must have the signatures of (a) the chair of the department offering the course and (b) the course instructor.

The Audit Form must be returned to the department offering the course by the end of the "course add" period. Persons required to pay the registration fee must submit proof of payment with their completed Audit Forms.
The audit privilege permits the auditor to attend a course, providing there is room in the course and the necessary approvals have been granted, and to do assignments, but it does not permit the auditor to take examinations in the course or to have his or her work evaluated in any other way. The auditor receives no grade for the course, nor is any record of course attendance kept in the Office of Records and Registration. Students may not change their enrollment status from audit to credit, or from credit to audit.

Audit privileges are not ordinarily available in studio, laboratory, fieldwork, or performance courses, or courses where class participation of students is of major importance, nor are they available in credit-free courses offered by the institution or in any foreign study program or course.

CULMINATING ASSESSMENTS

The requirements for a master’s degree may include at least one of the following: passing a comprehensive exam, writing a thesis based on independent research, giving an oral defense of the thesis, or completing an appropriate special project or internship.

COMPREHENSIVE EXAMINATIONS

Students who fail the comprehensive examination may petition the department for permission to take it a second time. The petitioner must outline what additional study is planned to prepare for the second attempt. In some cases, students may not repeat the examination earlier than one calendar year after the first attempt. Failure of the examination on the second attempt results in forfeiture of matriculation.

Comprehensive examinations are required for the following curricula:

**Master of Science in Education Adolescence Education**

*Biology, Chemistry, Earth Science, English, Mathematics, Social Studies*:
Liberal arts subject matter only. Morning test of 150 minutes. Earth Science also requires an oral examination. The Biology program requires an oral examination based on course work.

*French, Spanish*: Liberal arts subject matter only.

**Master of Arts in Teaching**

*Biology, Chemistry, Earth Science, English, French, Mathematics, Social Studies, Spanish*: Liberal Arts subject matter only. Consult with the advisor or the chairperson of the Department of Secondary Education.

**Master of Arts**

*Biology, Chemistry, English, Geology, Mathematics, Psychology (oral defense of the thesis), Sociology*:
(Consult with the advisor or the department chairperson).

**Master of Science**

*Communication Disorders*: Written examination based on the student’s course work.
*Computer Science*: A comprehensive examination based on graduate course work is required.
*Electrical Engineering*: A comprehensive examination is required for students pursuing the non-thesis option. The examination will cover several subjects.

Please consult the advisor or the department chairperson about the comprehensive exam.

THESIS

Theses are required for some masters’ programs. After approval by the thesis committee and the department chairperson, all theses are submitted to the Library for binding and/or for cataloging. Only after the Library accepts the thesis and provides the student with the necessary acceptance letter for the Registrar’s Office may the degree be granted. There is a $25 binding fee for M.A. and M.S. theses and a $10 fee for M.F.A. theses, which become part of the permanent collection and do not circulate. The procedure must be completed before awarding of the degree. Guidelines for the submission of a master’s thesis to the Sojourner Truth Library are available on the Library’s web site:

[http://lib.newpaltz.edu/policies/masters.html](http://lib.newpaltz.edu/policies/masters.html)
Basic Requirements for Theses

1) Thesis Basics
   a. A thesis is generally intended to be a capstone experience for graduate students.
   b. Theses involving the participation of or the collection of data from or about human
      subjects require prospective review and approval by the Institutional Review Board (IRB)
      prior to recruitment of or interaction with human subjects. An application must be
      submitted to the IRB in a timeframe that allows adequate time for review and approval
      prior to the anticipated start of the research project.
   c. Each program must develop its own written thesis guidelines, which it should disseminate
      to students and faculty in a systematic and clear way. These guidelines must be reviewed
      by the Graduate Council and should be consistent with the basic requirements described
      below.
   d. Graduate programs can:
      i. Require a thesis of all students
      ii. Make a thesis optional for all students
      iii. Not offer a thesis

2) Thesis Credits and Registration
   a. The Graduate School permits theses of 3 or 6 credits.
   b. Each program determines which of these credit options are available to its students.
   c. Each program must have a clear procedure that indicates when a student is eligible to
      register for thesis. Further, programs must differentiate requirements for completing thesis
      course requirements from requirements for completing the thesis itself.

3) Thesis Advising
   b. Each program must clearly inform students how to solicit and select a thesis advisor.
   c. In some programs, advisors may be assigned to students. In others, students may solicit
      advisors.
   d. If a student encounters difficulty obtaining a thesis advisor, the department chair and
      program/graduate coordinator must work with the student to resolve the issue.

4) Thesis Committees and Oral Defenses
   a. The incorporation of thesis committees and oral defenses of thesis are up to individual
      programs.
   b. The composition of a thesis committee (if any) and the planning, meeting, and
      review/defense schedules pertaining to the thesis are at the discretion of individual
      programs. These details must be communicated in writing, in a timely fashion, to the
      student, the advisor, the department chair, and filed with the Dean of the Graduate
      School.

5) Thesis Grading
   a. Theses are graded using traditional A-F letter grades.
   b. Thesis advisors assign thesis grades, though it is expected that in doing so they will listen
      to the input of the thesis committee (in programs where there is one).

6) Thesis Credits
   a. Students can register for 3 or 6 credits of thesis at a time; for a 6-credit thesis, students
      may divide their credits into 3 or 6 credits per term, as necessary.
   b. Thesis credits are graded on an “A-F” basis.
   c. The “H” grade is assigned when the student is making good progress on the thesis, but is
      not finished within the semester the credits were taken.
   d. Students with an “H” grade who are not taking any other classes must register for 1-credit
      of Continued Registration for every fall and spring semester that follows until the thesis is
      completed. If the student is working on the thesis during a summer session, the student
      must register for the 1-credit Continued Registration for that summer session, as well.

7) Thesis Completion Deadline
   a. Students have until their degree deadline to complete their theses.
   b. Students are urged to work with their advisors to devise a schedule that allows them to
      complete theses in a reasonable time period. Though individual situations vary, it is
anticipated that in most cases theses will not take more than one academic year to complete.

8) Thesis Submission and Storage
a. Theses must be submitted to the library in accordance with its submission standards. It is the student’s responsibility to submit the thesis with original signature page prior to graduation.
b. Programs should keep their own copies of student theses, or at least have online access to them once the library switches over to electronic thesis submission.
c. Students and advisers must insure that any "H" grades are changed to a credit-bearing letter grade; until this is done, the student cannot graduate.

CONTINUED REGISTRATION

Continued Registration for Non-Completers of Thesis:

Students who have taken Thesis and received an H grade must register for one credit of Continued Registration each semester until they are prevented by their department from registering or have maximized the seven years they are allowed for the completion of the master’s degree. There will be no extensions beyond this 7-year time limit.

Continued Registration for Non-Completers of Comprehensive Exams:

Students who wish to devote the semester immediately following the completion of their coursework to prepare for their comprehensive exam must obtain approval from their graduate program coordinator or chairperson. These students must register for a zero credit (no fee) workshop in the semester immediately following the completion of their coursework. This Comprehensive Exam Workshop is only offered for one semester.

Students who have completed their coursework, the Comprehensive Exam Workshop, and who have not passed the comprehensive exam after the first attempt, must register for a one credit continued registration course each subsequent semester. Students must enroll in the one credit continued registration course unless they have passed the comprehensive exam, are prevented from registering, or have maximized the seven years they are allowed for the completion of their master’s degree. There will be no extensions beyond the 7-year time limit.