

**Academic Policies and Procedures for the
Dual Diploma Degree Programs
SUNY—New Paltz and Turkish Partners**

1. Dual Diploma Degree Programs Structure

- a. The programs established through memoranda of understanding between the State University of New York at New Paltz and respective partner institutions in Turkey require the recognition of academic work completed on partner campuses as if it were completed at their own institutions. Although the students are completing the degree requirements of each institution, they are simultaneously completing a single set of degree requirements. No course should count differently at one campus. Each program under the Dual Diploma framework develops a detailed curriculum and a list of courses acceptable to both schools to count toward a single degree. Partnering universities work toward a system to identify courses taken at both institutions, clearly indicating the institution, semester, number of credits, and grade for each course. While these courses will appear on the academic records of both institutions, the grades will be issued by each institution separately.
- b. Regulations described herein apply when students are at New Paltz. SUNY New Paltz accepts the partner institution’s academic requirements while the student is taking classes at the partner institution. While grade point average (GPA) and grade requirements may be different at the partner institution, SUNY New Paltz accepts the partner institution’s requirements, as comparative analysis of the requirements at the partner institutions demonstrates satisfactory equivalency.

2. Academic Standing and Student Progress

NOTE: SPECIFIC PROGRAM REQUIREMENTS LISTED IN THE ADDENDUM SUPERSEDE THE REQUIREMENTS IN THIS SECTION.

- a. Academic Standing: Students must maintain a cumulative grade GPA of 2.00 at New Paltz to remain in good standing.
- b. Grade Point Average (GPA): Semester and cumulative grade point averages, 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” (Satisfactory), “R” (Repeat), “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 at New Paltz.

- c. Academic Probation and Dismissal: Students whose cumulative grade point average (GPA) falls below a 2.0 are subject to dismissal from the college. The program coordinators review these cases at the end of each semester and decide whether to allow a student to continue on probation or whether to dismiss. A semester of probation prior to dismissal is typically granted but not guaranteed. The current guidelines for probation and dismissal are outlined in the addendum for each program:

Any student the program coordinators deem is not making adequate progress toward the degree will be dismissed. Grades of D, F, and U in major courses will be considered in this review.

A student who has been academically dismissed for the first time may appeal the dismissal. Appeals must be in writing to the program coordinators. Details regarding the appeals process, including deadlines, will be stated in the dismissal letter. A review committee consisting of faculty, the program director, and the Dean of Academic Advising will review the appeals. If the student’s appeal is granted, the student will be reinstated on probation for the semester following the dismissal.

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

- d. Progress Toward Degree: Students who are accumulating more than the minimum number of credits required to earn a degree (120) are expected to be taking courses required for graduation. The College reserves the right to refuse the registration of a student not complying with this expectation.

Students who have completed 120 credits will not be allowed to withdraw from a course without permission of the Dean of the college that houses the major.

- 1. Degree Time Limitation: Students matriculated in a bachelor’s degree program at the College who fail to maintain enrollment for two consecutive semesters are administratively withdrawn from the College, unless they have been granted a Leave of Absence. Students who are

administratively withdrawn must apply for readmission before they will be permitted to resume their studies.

- If the standards of admission in effect at the time of application for readmission are met, and the student has not been separated from the College for more than three years (six consecutive semesters), the student may be admitted to the degree program in effect at the time of their separation from the College.
 - If more than three years (six semesters) have passed since the student's last date of attendance at the College, the student is responsible for all New Paltz, SUNY, and degree requirements (General Education and major requirements) in effect at the time of readmission. Exceptions to this policy may be made at the discretion of the appropriate academic dean. See also the policies on [Leave of Absence](#), [Readmission](#), and [Withdrawal from the College](#).
2. Course time Limitation: If an undergraduate has been gone for more than seven years, all of the completed courses may not be honored. Exceptions to this policy may be made at the discretion of the appropriate academic dean.
- e. Leave of Absence: A leave of absence is permission to be away from the college temporarily, whether it is for medical, financial or personal reasons. Students must file a Leave of Absence form with the program coordinators or director, who will process the request. 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 without permission to extend the leave will be automatically withdrawn from the college and will need to apply for readmission if they wish to return.
- f. Withdrawing from Courses: Withdrawing from courses may be a sensible step to take. However, because this action can affect your progress toward degree, your student status, your visa status, and a host of other factors, you must always consult with your academic advisor on this issue. **To maintain legal immigration standing in the United States, students must be registered for at least 12 credits per semester.**

Students may withdraw from a course for any reason until the date specified in the Academic Calendar for that semester (normally one week after the mid-point in Summer Sessions and two weeks after the mid-point in Fall and Spring semesters). Specific dates are published in the Academic Calendar. A course withdrawal form, available in the Records and 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.

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 \$20.00 fee for each course withdrawal processed. Students are responsible for printing a copy of their new course schedule to confirm the changes were made.

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.

- g. 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. 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 agreement 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.

h. 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 **one calendar year** 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. **[change effective Fall 2012]**

Courses that have been elected satisfactory/unsatisfactory 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.

Exercising this option in major courses will most likely increase the time until graduation if students do not earn a grade of S in the course.

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.

Students will only be able to choose an S/U option for two of their major classes and only once per academic year. In total, S/U can be used for 12 credits.

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 under my.personalrecords at my.newpaltz.edu. The course instructor is not informed that a course is being taken S*/U*.

h. The Replace Grading/Course Policy:

Students who fail a course should repeat the course or otherwise make up the requirement on the campus where the course was taken. In special circumstances, a course may be repeated or made up on the partner campus given that both institutions agree that the replacement course serves as an acceptable substitution for the original failed course and the student completes at least 30 credits in residence at New Paltz. Under no circumstances will the grade from the other campus replace the grade from the original course.

The Replace Grading Policy will be automatically applied when a student takes a course a second time. Both the first and second grades will appear on the transcript; **however, only the second grade will contribute to the student's cumulative GPA.** A student will earn degree credit for the course only once. A course may be attempted for a grade no more than two times. A "grade" is defined as including A-F, W, S/U or R. A student who has a compelling case to attempt a course a third time may present his/her case to the Dean of the school that houses the course. If permission is granted, grades for attempts beyond the first two will be averaged with all other grades in the cumulative GPA. **[change effective Fall 2012]**

The Replace Grading Policy does not apply to graduate courses, selected topics courses (xxx93), modular courses (xxx99) or special courses (i.e., Independent Study - xxx95, Fieldwork - xxx94) which are allowed to be repeated for degree credit.

The Replace Grading Policy does not apply if the student elected the Satisfactory/Unsatisfactory (S/U) Grading Option the first time the course was

taken. If a student selects the S/U Grading Option a second time a course is attempted, the grade of “S” or “U” will not replace the first grade in the cumulative GPA calculation. This is because grades of “S” and “U” do not carry quality points. If a letter grade is re-selected to replace the S/U, that letter grade will fall under the Replace Grading Policy. Note, in any case you cannot receive credit twice for the same course.

3. 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, therefore, 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. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

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>.

4. Academic Appeals

Individual student disputes over a grade or academic policy are the jurisdiction of the campus where the dispute takes place.

- a. The Undergraduate Academic Appeals Committee: The Undergraduate Academic Appeals 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.
- b. 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. A handwritten note 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. A handwritten note 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 so 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 any 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 judgment in cases presented to him or her through the above process. The Provost may consult with whoever 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 Associate 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.

5. Students' Rights and Responsibilities

- a. 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.
- b. Religious Beliefs and Class Attendance (from section 224a of New York Education Law): 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.

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.

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.

If registration, classes, examinations, study or work requirements are held on Friday after 4PM 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.

In applying 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.

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.

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.

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.

- c. 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 above. Any correction to a student’s academic record must be initiated within a year of the end of the semester in question.

- d. 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.

- e. Access to Educational Records—Privacy Rights: 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:
 - Presently or formerly enrolled students who may see their own records.
 - 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 policy 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 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.

6. Requirements for Graduation and Honors

- a. Graduation Requirements: Students must complete 120 semester credits, at least 45 upper division (junior & senior level) credits, and maintain a cumulative grade point average (GPA) of at least 2.00 to graduate. Additionally, specific degrees and programs (*e.g.*, B.A., B.S., etc.) have different requirements. Consult appropriate program curriculum for major requirements.

Departmental requirements vary. For each major these requirements are included as an addendum to this document. If the departmental requirements are higher than the minimum overall campus requirements of SUNY New Paltz, a student is expected to meet the higher departmental requirements in order to continue in the Dual Diploma Degree Program (see Addendum for important details).

Students must have paid all bills and clear “holds” before they can register for the next term and before they can graduate. Students should consult with their advisors and apply for graduation on time. Consult the academic calendar for the application deadline. Students should contact the New Paltz campus coordinator to arrange for participation in the commencement ceremony.

- b. 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. Honors status for graduation will be determined based on weighted average of students’ Turkish and New Paltz grade point averages. This case is the only instance in which grades will be averaged, but it is the policy

of the Records and Registration Office to include transfer grades when assigning honors status. However, the final GPA that appears on the transcript will reflect only the SUNY New Paltz record.

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

- c. 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.
- d. Departmental Honors: The requirements for departmental honors through chapters of external honors societies vary by department. Students should consult the appropriate department for information.

7. Other Information

- a. Fieldwork: 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. A student may not register for fieldwork after the third week of the semester. Fieldwork project 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.
- b. 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.
- c. 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.

- d. Semester Workload: A student's semester workload is the combined total of the academic credits and registration units for which she or he is registered. The abbreviation "CR" in the Schedule of Classes and the transcript designate courses that generate academic credit. Registration units are earned in developmental/remedial courses, which do not grant credit or apply toward the degree. Such courses are designated "RU" in the Schedule of Classes and on the internal transcript.

Students must carry a semester workload of twelve credits/registration units to maintain full-time status. Students who are considering dropping below twelve credits should consult with the appropriate offices about the impact of that action on their status. 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 with the permission of the academic advisor and program coordinator.

Addendum Specific Program Requirements

1) Business Programs (ITU, METU, IUE)

- A. If a student does not meet the following requirements while at SUNY New Paltz, he/she will not be able to continue in the Dual Diploma Degree Program at the School of Business.
- (1) A student must have a minimum of 2.75 cumulative GPA in order to continue as a business major in the Dual Diploma Degree Program at New Paltz.
 - (2) Starting Fall 2006, students must earn a grade of C- or better in all of their SUNY New Paltz business classes. This requirement applies to all business students regardless of the date of their admission into the School of Business.
 - (3) A student must complete the equivalent of Math Proficiency Level (MPL) 4, which is typically met by math requirements completed in Turkey.
- B. Students can take up to six classes per semester if they meet certain criteria; students in their third year of the program can take six classes if their cumulative New Paltz G.P.A. is 3.80 or higher. Students can take six classes in their fourth year of the program if their GPA is 3.5 or higher. Taking these extra classes in the spring semester will allow students to eliminate two courses in the summer session.
- C. Beginning in Spring 2015, students must have a GPA of 2.0 at ITU before they are allowed to begin their studies at New Paltz.
- D. For students following the prescribed curriculum, dismissal decisions will be made at the end of the spring semester. If students have a cGPA less than 2.75, they will be placed on probation. Students will receive notification about their status and will be asked to develop a plan with their advisor to improve their grades. Students have until the end of the following spring to increase their GPA to 2.75. If they fail to achieve this level, they will be dismissed from the dual diploma program in business. If they are above 2.0, they will still be considered matriculated students at New Paltz and they can choose a new major but they will not be able to continue in the business major or the dual diploma program.

2) Economics Program (ITU)

- A. In addition to meeting the university-wide requirements, students must earn a grade of C- or better in Intermediate Macroeconomics (ECO 307).
- B. Beginning in Fall 2013, students (who start the program at New Paltz after this date) must earn a grade of C- or better in all of their SUNY New Paltz Economics classes.
- C. Students must follow the prescribed Economics Dual Diploma curriculum. Any deviations from this curriculum must be approved by the Chair of the Economics Department.
- D. Beginning in Spring 2015, students must have a GPA of 2.0 at ITU before they are allowed to begin their studies at New Paltz.
- E. Academic probation and dismissal decisions will be made at the end of spring and summer semesters. Students who have GPA lower than 2.0 at the end of the spring semester will be placed on probation. Students will receive notification about their status and will be asked to develop a plan with their advisor to improve their grades. Dismissal decisions will be made at the end of the summer semester.
- F. Students have until the end the summer term to increase their GPA to 2.00. If they fail to achieve this level, they will be dismissed from the dual diploma program in economics.

3. Liberal Studies/TESOL Program

- A. Students must take all six major classes at SUNY New Paltz; online courses may be counted with permission.
- B. Students must earn a C- in all six of their major classes; grades of D- or higher will count for education and general education classes.
- C. Students can retake a maximum of two failed classes at METU with permission. It is very important that students receive permission before registering for classes to ensure that the courses will meet the missing requirements.
- D. Students must maintain a 2.0 average or will be subject to dismissal/probation according to the normal academic regulations.