

## Academic Policies

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## Academic Appeals & Appeal Procedure

The Committee on Academic Standing & Appeals is composed of seven faculty and non-voting *ex officio* representatives from the Office of Academic Advising & Center for Student Success and the Office of the Provost. The committee has the responsibility for hearing student appeals of alleged violations of academic policy and making recommendations to the Provost. A student may file a formal, written appeal before the committee only after attempting to resolve the appeal with the appropriate faculty or administrative persons. A grade appeal

must be filed no later than one calendar year after the recording of the grade being appealed.

### Appeal Procedure

The appeal system, which deals with inequitable application of academic policy, affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken. For example, this may be a result of

- mechanical error,
- discrimination,
- a violation of published academic policy,
- allegation of academic dishonesty, or
- 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 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 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. A handwritten note is sufficient.

**Step 3** - The student must go to the academic dean of the school/college offering the course or initiating the policy and arrange a meeting with the 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 [Committee on Academic Standing & Appeals](#) ([academicstanding@newpaltz.edu](mailto:academicstanding@newpaltz.edu)) an explanatory cover letter and any pertinent documents in the student's possession.

**Step 5** - The Committee on Academic Standing & Appeals will review the material submitted by the student and will ordinarily request from the academic dean additional relevant material available to the 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 Committee on Academic Standing & Appeals 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 Committee on Academic Standing & Appeals 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 whomever may be of assistance in arriving at a judicious decision. The Provost will inform the student in writing of the decision.

Students who have graduated must notify the [Office of Records & Registration](#) within one year of the official date of their graduation of any errors or pending changes in their academic record. Such changes must be in process by the time of this notification.

## Academic Integrity

Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious violations of academic integrity. Students found guilty of any violation of academic integrity are subject to disciplinary action, up to and including expulsion.

Ignorance of the academic integrity policies does not constitute a defense. It is the student's responsibility to understand and to adhere to this policy.

## Definitions

Cheating is defined as giving or obtaining information by improper means when meeting any academic requirements. The reuse 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, ideas, or images as one's own. Since works 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 appropriate citation. When students use only the ideas and change the words, they must clearly identify the source of the ideas with appropriate citation. Plagiarism, whether intentional or unintentional, is a violation of the property rights of the author plagiarized and of the implied assurance by the students when they hand in work that it is their own.

## Course-based Integrity Violations

For course-based integrity violations, faculty members are responsible for

1. Compiling appropriate evidence materials (the course syllabus, assignment, and evidence of the academic integrity violation) and
2. Making the initial determination of the grade for the assignment and any additional academic penalty to be imposed based on the degree of severity of violation.

In general, academic penalties include reprimand, failure on the individual assignment, resubmission of the assignment, additional work for the course, or a failing grade in the course.

The grade for the assignment and the academic penalty are generally within the faculty member's decision-making purview. A penalty that

includes potential failure for the course requires the review and approval of the divisional dean.

In any case in which a faculty member seeks to render a penalty that exceeds a reprimand the faculty member must inform the student in writing of the alleged violation and penalty. This communication should occur at the time that the graded assignment is returned to the students in the class. From the date that the assignment is returned to the class (or the student has been informed of the integrity violation), then a student charged with an integrity violation has ten (10) business days to appeal to the divisional dean.

If the faculty member seeks to impose a penalty that includes failure for the course, then the faculty member should consult with the department chair and dean prior to any communication with the student or otherwise inform the student that an additional academic penalty may be levied after consultation with the divisional dean.

No later than three (3) business days after notifying a student of any alleged course-based integrity violation, the faculty member must communicate in writing to the department chair and divisional dean the nature of the violation, the penalty imposed, and provide copies of the evidence materials.

After reviewing the materials submitted by the faculty member, the divisional dean will write a letter to the student that confirms the integrity violation and the penalty; this letter will be copied to the faculty member, the department chair, the director of Student Conduct & Community Standards, and the Provost. In those instances in which the penalty calls for failure in the course, the divisional dean will render the final decision as to whether course failure is warranted, and will communicate this decision in writing to the student, copying the faculty member, the department chair, the director of Student Conduct & Community Standards, and the Provost.

Per the procedure outlined in the undergraduate catalog, a student electing to appeal the divisional dean's decision has ten (10) business days from the date of the notification letter to submit an appeal to the Committee on Academic Standing & Appeals. Students with an open academic integrity case, in which the penalty has not been finalized, or students who have been assigned a failing grade in the course due to an integrity violation are not permitted to withdraw from the class. Students who have received a lesser penalty may still withdraw under the normal withdrawal policies and deadlines. Any graduate student who seeks to appeal a decision regarding a violation of academic integrity should follow the "Graduate Appeals Procedures" outlined in the [Graduate Academic Policies Handbook](#).

The director of Student Conduct & Community Standards will maintain a record of any violation, consistent with New York State policy.

## Non-course Based Integrity Violations

Management of non-course based violations affecting a student's academic record or standing (for example, forgeries) is a separate policy, found in the [Student Handbook](#).

Approved by faculty on 10/20/2017; Enacted on 10/26/2017

## Academic Warning, Probation and Dismissal

Students at New Paltz are expected to maintain satisfactory levels of academic achievement and to progress towards timely degree completion and graduation. Among the requirements for graduation, a student must attain a cumulative grade point average (GPA) of 2.0. Some majors and programs may require higher GPAs either for admission to the major (or program), for specific courses within the major, or to ensure adequate completion of the major. At the close of each semester the Office of Records & Registration processes all grades, and the student's semester GPA and cumulative GPA are then used to determine whether the student is in good academic standing. A student who is not in good academic standing will be issued an academic warning, placed on academic probation, or dismissed from the university.

**Criteria.** The following criteria are used to assess a student's academic standing. Although these criteria are applied automatically, any student subject to a first-time dismissal will be invited to appeal that determination to the Committee on Academic Standing and Appeals.

After completing the *first* semester of study, any student whose semester GPA

- is below 1.0 is placed on academic probation;
- is between 1.0 and 2.0 receives an academic warning.

Thereafter, a student whose semester GPA

- is below 2.0 will receive an academic warning if the student's cumulative GPA is at least 2.0 or will be placed on academic probation if the cumulative GPA is between 1.0 and 1.99;
- is at least 2.0 and whose cumulative GPA is below 2.0 will be placed on probation;
- is below 2.0 and whose cumulative GPA falls below 1.0 will be dismissed.

The table below summarizes the criteria for those who have completed at least a second semester of study.

Semester	Cumulative GPA $\geq 2.0$	Cumulative GPA 1.0-1.99	Cumulative GPA $< 1.0$
Semester GPA $\geq 2.0$	Good Standing	Academic Probation	Academic Probation
Semester GPA $< 2.0$	Academic Warning	Academic Probation	Academic Dismissal

At the end of any *third consecutive semester on probation* a student whose cumulative GPA is not at least 2.0 will be dismissed.

The only grades used in determining academic warning, probation or dismissal are the grades earned in courses taken at New Paltz. Any notice of academic warning or probation will appear on a student's unofficial transcript, as well as the student's progress report. Only the notice of academic dismissal will appear on a student's official transcript.

**Notification.** A notification of warning, probation, or dismissal will be sent to the student's official New Paltz email address prior to the commencement of the next semester. Any communication of probation may also set forth conditions requisite to the continuation of study at New Paltz.

**Appeals.** Neither an academic warning nor an academic probation may be appealed. However, a student may appeal to reverse a first-time dismissal. Details regarding the appeals process will be communicated to the student by email. A student who is dismissed for a *second time* may not appeal.

**Probation.** As noted above, the Committee on Academic Standing and Appeals has the right to set forth conditions on a student's probation. Students are encouraged to work with their advisors to devise an appropriate course load and to attain a balance between study and other activities.

**Dismissal.** The first time a student is dismissed they have the opportunity to appeal for a reversal of the decision. Any student whose appeal is denied or who chooses not to appeal will not be allowed to return to the university for two full semesters. A summer session is not considered a full semester, and a dismissed student may not enroll in any classes during a summer session. For example, a dismissal following the spring semester means that the student will be required to remain out for the subsequent fall, spring, and summer semesters.

A student who is dismissed for a second time will not be permitted to reapply to New Paltz.

**Readmission.** To be considered for readmission, an academically dismissed student is required to complete at least 12 credits of academic course work at another institution, with at least 2.75 GPA.

Students who are academically dismissed but who subsequently reapply for admission must meet the college-wide requirements in force at the time of readmission. Students academically dismissed from the university are also dismissed from their major(s). Upon readmission, students must re-declare their majors and must meet the major requirements (e.g., GPA) in effect at that time. Readmission to New Paltz does not necessarily guarantee clearance for enrollment and registration, financial aid, or student health services. These clearances are based on criteria other than academic standing, including but not limited to open accounts, proof of immunization, or other unresolved business with the university.

All required documents for readmission must be received in the Office of Undergraduate Admission by these dates:

- Fall Semester – April 1<sup>1</sup>
- Spring Semester – November 1<sup>1</sup>

There is no summer readmission.

<sup>1</sup> The University reserves the right to alter due dates without prior notice.

For details about the readmission policy, please see [Readmission to New Paltz](#) (p. 190).

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

*Approved by Faculty Senate October 3, 2018*

*Approved by Provost for implementation November 30, 2018  
Implementation effective for Spring 2019*

## 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 Educational Rights and Privacy Act (FERPA). It limits access to individual students' records to:

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

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

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must login to [my.newpaltz.edu](http://my.newpaltz.edu) and select "My.Directory Listing" from the menu under "My.Personal Records." Students who opt to prevent disclosure of directory information should carefully consider the consequences of any decision made to withhold directory information. If a student opts out, the university 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.

Visit [Family Educational Rights and Privacy Act](#) for details regarding this policy.

## Advanced Placement (AP)

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

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

See the university's [Advanced Placement Course Equivalencies](#) for courses that have been assigned equivalency at New Paltz. Any course not listed will be evaluated for the appropriate transfer equivalent.

## Black Solidarity Day

**Whereas**, Black Solidarity Day is a national event that has taken place since 1969; and

**Whereas**, Black Solidarity Day has been celebrated at SUNY New Paltz since 1971; and

**Whereas**, approximately three hundred students participate in Black Solidarity Day each year;

and

**Whereas**, this event is always the first Monday in November; therefore be it

**Resolved**, that it is required that no tests, quizzes, or graded material of any kind should be issued or due on Black Solidarity Day, and that students who are participating in Black Solidarity Day should notify their professors beforehand, and that these students will not be held accountable for absence on Black Solidarity Day.

## 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.

## College Level Exam Program (CLEP)

CLEP exams are offered by the College Board at test centers around the country. There are tests in many subject matter areas, but they are not connected to any preparatory course. Preparation for the tests is accomplished through independent study of texts and resources recommended by the Board. To learn more about the tests, contact CLEP at 800-257-9558 or 212-237-1331, or visit the [CLEP website](#).

The acceptable scores for CLEP examinations change over time. The university's current minimum satisfactory scores in subject tests are listed below. (Note that these may differ from what appears on CLEP's website. Note, too, that New Paltz does not honor the CLEP General Exams). Achievement of the minimum score will result in transcript credit for the equivalent course at New Paltz. CLEP tests may be taken at any time, except for the College Composition test, which must be taken prior to enrollment as a regularly admitted student.

Visit [CLEP Test Center Search](#) to find a test center near you. The following test center is closest to New Paltz:

**Dutchess Community College** (9.69 miles from New Paltz)  
53 Pendell Road  
Student Services Center, Room 104  
Poughkeepsie, NY 12601  
845-790-3734  
[CLEP Exams at Dutchess Community College](#)

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

CLEP Subject Examination Title	Minimum Score	Corresponding Essay Credit	Remarks
<b>Biology</b>			
General Biology	50	3 credits in BIO201 + 3 credits in BIO202	Students may earn 1 additional credit in BIO211 and/or 1 additional credit in BIO212 upon departmental evaluation
<b>Business Administration</b>			
Principles of Management	47	3 credits in BUS250	not required
Intro. Business Law	51	3 credits in BUS271	not required
<b>Chemistry</b>			
General Chemistry	50	3 credits in CHE201 + 3 credits in CHE202	Students may earn 1 additional credit in CHE211 and/or 1 additional credit in CHE212 upon departmental evaluation
<b>Economics</b>			
Principles of Microeconomics	47	3 credits in ECO206	not required
Principles of Macroeconom	48	3 credits in ECO207	not required
<b>English</b>			
College Composition	60	3 credits in ENG160	essay portion of the College Composition exam is required See footnote 1 below.
<b>History</b>			
History of the United States I	60	4 credits in HIS221	not required
History of the United States II	60	4 credits in HIS222	not required
Western Civilization II: 1648 to the Present	60	4 credits in HIS214	not required
<b>Mathematics</b>			
Calculus	55	4 credits in MAT251	See footnote 2 below.

Precalculus	55	4 credits in MAT181	See footnote 2 below.
College Algebra	55	3 credits in MAT152	See footnote 2 below.
College Math	55	3 credits in MAT120	See footnote 2 below.
<b>Political Science</b>			
American Government	55	4 credits in POL216	not required
<b>Psychology</b>			
Introductory Psychology	50	3 credits in PSY101	not required
Human Growth and Development	50	3 credits in PSY241	not required
<b>Sociology</b>			
Introductory Sociology	50	3 credits in SOC100	not required
<b>World Languages</b>			
College-Level French	59	3 credits in FRN201 (Intermediate French I)	Possibility of 3 additional credits in FRN202 (Intermediate French II) upon satisfactory interview at SUNY New Paltz
College-Level German	60	3 credits in GER201 (Intermediate German I)	Possibility of 3 additional credits in GER202 (Intermediate German II) upon satisfactory interview at SUNY New Paltz
College-Level Spanish	63	3 credits in SPA201 (Intermediate Spanish I)	Possibility of 4 additional credits in SPA202 (Intermediate Spanish II) upon satisfactory interview at SUNY New Paltz

<sup>1</sup> Notes for use of CLEP in meeting GE 5 Communication - Written and Oral and GE4 Basic Communication requirements:

- CLEP scores must be received prior to matriculation – i.e., no later than the first day of classes of the student's first semester at New Paltz.
- If a student receives a score of 60 or above on the College Composition CLEP exam, which includes a required essay, the student may earn 3 credits in ENG160 Composition I. Only the College Composition exam with essay can be considered; the CLEP General exams in English and the Composition Modular without an essay are not acceptable.
- ENG160 Composition I is the prerequisite for ENG170 Writing and Rhetoric, New Paltz's *GE 5 Communication - Written and Oral* and *GE4 Basic Communication* course.

<sup>2</sup> Note for use of CLEP in meeting Math requirements: Credits awarded for the courses shown may be applied as prerequisites to the next higher course.

## Course Numbering

New Paltz course numbers consist of three letters followed by three numbers. The letters represent the department or program that offers the course; the numbers signify the course level. Students who have earned fewer than 30 credits are restricted to 100- and 200-level courses, except with the instructor's permission.

- **0-99:** Open to students requiring developmental support (non-credit learning).
- **100 level (100-199):** Open to all undergraduate students.
- **200 level (200-299):** Open to all undergraduate students.
- **300 level (300-399):** Open to sophomores, juniors and seniors.
- **400 level (400-499):** Open to sophomores, juniors and seniors.
- **500 level (500-599) and above:** Open to graduate students. Qualified seniors may enroll in certain graduate courses with permission.

## Credit by Exam

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

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

The following general regulations apply:

- A student cannot take an examination that corresponds to, or stands as an equivalent to, or is at a level below a course in which the student is enrolled or has already earned credit.
- Credit earned by examination may not be applied to the total residency credits required (30).

## 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, failing or U\* (p. 192) grades for that semester.

## Developmental Courses

Developmental courses are basic skills courses offered by the Center for Student Success, the Department of Mathematics, and the Haggerty English Language Program (HELP)<sup>1</sup>. Developmental courses offered by the university 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 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.

<sup>1</sup> HELP courses offered "for academic purposes" (e.g., ESL141, ESL142, ESL143, ESL144) are not considered developmental. These courses carry academic credit and count toward the university's liberal arts and graduation requirements.

## Dropping, Adding, or Withdrawing from Courses

**Dropping, Adding, or Withdrawing From Courses** are often sensible steps to take. However, because these actions can affect progress toward degree, student status, financial aid eligibility and a host of other factors, students should always consult with their advisor(s) and other relevant student-services staff before making a change to their schedule.

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

Students may withdraw from a course for any reason up to approximately two weeks after the mid-point of the semester. (Specific deadlines are published in the Academic Calendar: see "Last day for Course Withdrawal." Consult the Office of Records & Registration's [Course Withdrawal](#) page for more information.) *Note that students may not withdraw from INT175 Issues in the Education of Underrepresented College Students and that special permission is required for students to withdraw from BLK175 Issues in the Education of Underrepresented College Students and from ENG160 Composition I, ENG180 Composition II or their equivalents.*

Prior to withdrawing from a course, students should consult Student Accounts regarding tuition liability and financial aid considerations. *Course withdrawal requests must be initiated on or before the date designated in the Academic Calendar.* Requests are processed online as follows:

1. Students go to [my.newpaltz.edu](http://my.newpaltz.edu), select "Registration" from the Resources list, then "Course Withdrawal." They select the course from which they wish to withdraw and submit the request, which is forwarded to the instructor. Students will receive an email confirming submission.
2. After a course withdrawal request has been submitted, the instructor receives an email directing him/her to the link to the course withdrawal workflow. The instructor reviews the request and provides the student's last date of participation.
3. Advisor(s) review the course withdrawal request. (For Composition, EOP and SMP courses, an early review is incorporated into this process, consistent with university policy.)
4. The course withdrawal process is completed in Records & Registration. Students receive an email confirming their withdrawal from the course, and the \$20 withdrawal fee is attached to the student's account.

No record of course enrollment will appear on the transcript if a course is dropped during the official course change period. After that, a grade of W will be recorded for approved withdrawals from courses. A student who never attends a course by the [enrollment census deadline](#) will be withdrawn following the enrollment census reporting date.

A student who stops attending class without following the above procedures will be considered "unofficially withdrawn" and will receive a grade of F\* in the course. Late 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. Such requests for late course withdrawals will not be accepted after the semester or term has ended. The late course withdrawal process starts when the student submits a request to the Office of Records & Registration.

Requests for retroactive withdrawals from all courses in a semester or term must be filed no later than one calendar year after the end of the semester or summer/winter session in which the courses were taken. This process starts when the student submits a retroactive withdrawal request to the Office of Records & Registration.

## Emergency Cancellations and Delays

See also: [Office of Emergency Management's Emergency Cancellations and Delays Policy](#)

Only the Governor of New York may **close** the campus. The University may **delay** office openings. The University may **cancel** any or all classes based on campus conditions.

In-person classes will be **cancelled** and office openings will be **delayed** only under extreme circumstances, such as severely inclement weather or other emergency situations.

Only the Governor may **close** New York State offices due to weather conditions. Because we are a state university, we follow [New York State policies regarding office closings](#).

### Prioritizing Safety

Anytime there is inclement weather, but classes are in session and offices are open, students, faculty and staff should use their best judgment as to whether they feel comfortable traveling to campus. Because these

circumstances occur only rarely, most professors are understanding of absences due to weather.

Students should notify professors if they expect to be absent from class, and faculty should communicate their plans to their students.

The University asks employees to notify supervisors of their planned absence and their intention to use leave credits, as appropriate. If the employee can perform their work from home in accordance with [SUNY's telecommuting policy](#), then they do not need to charge accruals.

### How We Decide to Delay or Cancel

The decision to delay office openings or cancel in-person classes involves Facilities Operations & Management, the president and the provost.

They consider factors including the forecast from the National Weather Service, inclement weather on and near campus, regional road conditions, and the ability to properly clear campus walkways and parking lots.

Classes may be cancelled for a full day or for part of a day. For instance, the University may announce that all in-person classes prior to 11 a.m. are cancelled, and that any classes that begin at or after 11 a.m. will meet.

Office openings may be delayed no later than 10:45 a.m., per New York State regulations.

### How We Communicate Delays and Cancellations

When the decision has been made to cancel classes and/or delay office openings, the Office of Communication & Marketing will take the following steps to inform our community:

- Send an email to all students, faculty and staff via their @newpaltz.edu addresses
- Send an "NPAAlert" text message (SMS) to all students, faculty and staff at the phone number on file
- Post a message to the campus homepage

These communications are the official sources of information on SUNY New Paltz delays and cancellations and supersede any other available public information.

Announcements about delays and cancellations will be made as early as possible.

For overnight inclement weather that disrupts morning activities, we strive to make announcements no later than 6 a.m.

For inclement weather during the afternoon and evening, announcements will be made no less than 90 minutes prior to the cancellation of in-person classes. For example, an announcement will be published by 12:30 p.m. if we are cancelling classes after 2 p.m.

### How We Make Up Classes that are Missed Because of a Cancellation

It is a requirement of New York State that faculty must make up all missed classes. For weather-related cancellations:

1. **Asynchronous online** classes are not impacted by cancellations and students can continue to work as previously planned.
2. Classes that are **combined online** (meaning they include both synchronous and asynchronous elements) may pivot to completely asynchronous.

- Classes that are designated as **synchronous online** or **hybrid** can occur at the scheduled time with online delivery. Faculty must communicate with their students before deciding to do this. (If classes are being cancelled due to the weather, it is reasonable to assume that there may be personal challenges preventing usual course attendance and delivery.)
- For **fully seated** (i.e., in-person) classes and for **HyFlex** classes, faculty should use the make-up days as listed on the academic calendar to schedule extra classes. (In a case where there are more missed classes than make-up days, please contact the Office of Records & Registration to schedule additional dates and times that are acceptable to the class.)

Note that classes that are missed for reasons unrelated to the weather (e.g., faculty illness, approved personal or professional reasons, etc.) must also be made up.

## Facilities Management Priorities During Inclement Weather

During and after a significant snowstorm, Facilities Management staff will prioritize major arterial roads for snow removal like high-traffic walkways and roadways, especially the ones that connect critical service areas such as University Police, the Health Center, residence halls and food service. Priority is also given to ADA walkways as directed by the Disability Resource Center.

This means that some pathways will be given lower priority and may not be cleared immediately. Students who live on campus, and others who may be on campus during these events, should be aware of these conditions and take precautions accordingly.

## Campus Events During Inclement Weather

When in-person classes are cancelled and office openings are delayed, Facilities staff may not be able to keep up with snowfall or ice conditions to ensure all campus roadways and sidewalks are safe. Organizers of campus events should be aware of weather conditions and are responsible for cancelling or postponing events and informing the community of these decisions.

## Communicating Office Hours & Availability

Offices generally remain open during inclement weather, but it is common for them to be understaffed if employees opt to remain home for personal safety reasons. In such circumstances, it is important to inform students, staff and visitors that a specific office may be closed or operating with reduced staffing.

## Fieldwork and Independent Study

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

## Grade Point Average (GPA)

Semester and cumulative grade point averages (GPA), which are the basis for assessing students' academic standing and eligibility to graduate,

are derived as follows. Each credit graded "A" through "F" is given a corresponding numerical value called "quality points." The following chart shows the quality points earned by one credit:

A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

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

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

### Composition 1

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

### College Algebra

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

### The Modern World

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

### General Biology 1 (3-credit lecture + 1-credit lab)

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

### Piano 1

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

**Total Credits For Semester = 16**

**Total Quality Points For Semester = 43**

**Semester GPA = 2.68 (43/16)**

One strategy to raise a GPA is to repeat courses in which a low grade was earned. A student should pursue this strategy only if s/he expects to significantly improve the grade by repeating the course. According to the [Grade Replacement Policy](#) (p. 185), which automatically applies when a student takes a course a second time, only the second grade will contribute to the student's cumulative GPA.

In the example above, the first-semester student might consider retaking *The Modern World* if s/he felt that doing so would result in a higher grade. If the student repeated the course and earned a C+, for example, s/he



would receive 5.32 additional quality points (the difference between a 4-credit "D" and a 4-credit "C+"), raising the GPA to 3.02 (48.32/16).

The GPA Projection Tool, located at [my.newpaltz.edu](http://my.newpaltz.edu) under Advising, can help students determine what grades they need to earn to attain a certain GPA. Students may also contact the Academic Advising Center to discuss GPA projection.

## Grade Replacement

See also: [Grade Point Average \(GPA\) Policy](#) (p. 184)

[Satisfactory/Unsatisfactory \(S\\*/U\\*\) Grading Option](#) (p. 192)

## Repeating Courses

Certain courses may be repeated for degree credit (credit toward graduation); examples include some art courses, applied-music courses, selected topic courses (x93), fieldwork courses (x94), independent study (x95), and modular courses (x99). If a course is repeatable for credit, its description will indicate so.

For all other courses, including courses transferred as direct equivalents to New Paltz courses, degree credit can be earned only once. A student may, however, wish to repeat a course to meet a prerequisite, fulfill a major or degree requirement, or improve his or her GPA. The following restrictions on repeating a course apply:

- A course may be attempted no more than two times. An "attempt" means the student earned a grade of A-F, S/F, S\*/U\*, H, or R, or withdrew from the course (noted on the transcript as W). Simply put, if a student is registered for a course at the end of the Add/Drop period (typically ten days into the semester), the student is considered to have attempted the course regardless of his or her attendance, final grade, or subsequent course withdrawal.
- A student who has a compelling reason to attempt a course for a third time may present his or her case to the dean of the college or school that houses the course. If a student is permitted to take a course for a third time, all grades earned for the course will be averaged.
- If a student successfully repeats a course that is equivalent to one for which transfer credit was awarded, credit for the New Paltz course will replace the transfer credit.
- If a student repeats more courses than the number for which grades can be replaced (see below), all grades earned for the additional repeated courses will be averaged in calculating the student's GPA.
- Students receiving or interested in applying for financial aid should be aware that repeated courses may adversely affect their satisfactory progress. Check with the Office of Student Accounts for details.

Whenever a student takes a course a second time, the Grade Replacement Policy applies.

## Grade Replacement Policy

- 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* - i.e., the second grade will replace the first in the GPA calculation.
- The number of grades that may be replaced in a student's GPA calculation is limited and based on the student's status at matriculation:

- A student who began at New Paltz as a freshman or who entered New Paltz with fewer than 60 pre-matriculation transfer credits may replace four grades under the policy;
- A student with 60 or more pre-matriculation transfer credits may replace two grades under the policy. [Policy revision effective Fall 2012, updated Fall 2014; clarification added Spring 2020]
- If a student repeats more courses than his or her grade-replacement limit allows (four or two, as noted above), all grades earned for the additional repeated courses will be averaged with all other grades in the student's cumulative GPA.
- The Grade Replacement Policy does not apply to graduate courses or to courses that may be repeated for degree credit (e.g., selected topic courses (x93), independent study (x95), modular courses (x99), and most fieldwork (x94), practicum, and applied music courses). Grades in these courses may not be replaced.
- Except for F and F\*, grades that do not carry "quality points" (S, S\*/U\*, W, H, R, or I\*<sup>1</sup>) cannot be replaced or averaged because they are not used for GPA calculation.
  - Thus, if a student elected the [Satisfactory/Unsatisfactory \(S\\*/U\\*\) Grading Option](#) (p. 192) the first time a course was taken, the Grade Replacement Policy does not apply.
  - If a student selects the S\*/U\* Grading Option the second time a course is attempted, the grade of "S\*" or "U\*" will not replace the first grade in the cumulative GPA calculation. If the student subsequently elects to convert the S\*/U\* into a letter grade that carries quality points, that grade *will* fall under the grade replacement procedures described above.

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

<sup>1</sup> I\* (Permanent Incomplete) applies only to I-graded courses taken in a student's last semester at New Paltz that are not needed to fulfill any college, curriculum, major, or minor requirement. I\* is noted on a transcript after the student's written request to convert the Incomplete to a permanent Incomplete is granted.

## Grade Reports & Grade Changes

See also [Academic Appeals and Appeal Procedure](#) (p. 177)

### Grade Reports

Grades are available to students through [my.newpaltz.edu](http://my.newpaltz.edu). Students with an institutional hold on their record may be unable to access their grades.

### Grade Changes

Grades reported to the Office of Records & Registration may ordinarily be changed only if an error in computation or recording has been made. In such cases, the instructor must submit written certification of the error, along with department chair approval of the grade change, within 30 days after the beginning of the next semester. No changes will be accepted after the 30-day period, except with the written permission of the appropriate dean.

Students who think they have been graded incorrectly may follow the [Academic Appeals process](#) (p. 177).

When a question arises concerning a possible error in a grade reported by an instructor who is no longer on the faculty, the department chair

and the appropriate academic dean assume joint responsibility for ascertaining the correct grade and authorizing any necessary changes.

Any correction to a student's grading record must be initiated within a year of the end of the semester in question.

## 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 45 graded credits in residence at New Paltz and have attained a New Paltz cumulative average of 3.30 or higher.

Students who have returned to the university 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 45 graded credits since their readmission to New Paltz.

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*

Some academic departments and programs also grant "Departmental Honors" to their outstanding graduates. Students who receive this honor shall have it noted on their official transcripts.

*Policy change effective for students graduating May 2020 and after.*

## Incomplete Grades

A grade of Incomplete ("I") is awarded at the discretion of the instructor and only when the student:

- has successfully completed at least three-quarters of the required work for a course;
- is prevented from completing the remaining work due to a personal emergency;
- formally requests an Incomplete ("I") by following the procedure outlined in this policy.

**Keep in mind:** 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. *Students should not register again for the same course.*

Before requesting a grade of Incomplete, students should discuss with the instructor exactly what work remains to be completed. An agreement in writing will protect the student, should the course instructor be unavailable when the incomplete work is due.

The maximum time allowed for completing the required course work is the **mid-point of the following semester**, though the faculty member may require completion prior to that point. (Refer to the [Academic Calendar](#) for the semester's mid-point date.)

To confirm the student's completion of the assigned work and replace the "I" grade, the instructor must submit a Grade Change Form. Otherwise, the student's grade will automatically change to an "F" if the student is registered for that semester.

**Extension request:** The instructor may, at the student's request, extend the completion deadline up to one additional semester by submitting an updated Grade Change Form. Records & Registration must receive the updated webform before the mid-point of the semester in which the incomplete work was originally due.

- The instructor may select a new deadline no later than the mid-point of the next semester.
- If the instructor does not specify a new deadline, an automatic extension to the end of the current semester will result (e.g., work originally due at the fall mid-point will be due at the end of the fall semester). In this situation, a second and final extension to the mid-point of the next semester is possible, by student request and with instructor submission of an updated Grade Change webform.

No extensions beyond the mid-point of the next semester will be granted. Failure to complete the work by that deadline will result in the student's grade automatically changing to an "F" if the student is registered for courses that semester.

**Permanent Incomplete (I\*):** Students may not graduate with an Incomplete (I) on their record. There is one exception to this rule. A student with an Incomplete in a course that is (a) taken in the student's last semester at New Paltz and (b) not needed to fulfill any college, curriculum, major, or minor requirement may request a "permanent Incomplete" (I\*). The request must be made in writing to the Office of Records & Registration. If granted, the permanent Incomplete can never be changed, but students may graduate with such a grade on their record.

### Procedure for Requesting an Incomplete Grade

*Reflects policy changes effective fall 2021; process updated 7/17/18, 1/31/19, 9/15/20.*

## International Baccalaureate

The International Baccalaureate (IB) Diploma Programme is a rigorous pre-university course of studies, leading to examinations. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates the best elements of several.

A student with an International Baccalaureate Diploma is eligible to receive up to 30 college credits. Credit can only be awarded when an official score report has been received. Students must have a grade of five or higher in the Standard or Higher Level courses to be awarded IB credit.

See the [College's IB Course Equivalencies](#) for International Baccalaureate subjects that have been assigned equivalency at New Paltz. Any course not listed will be evaluated for the appropriate transfer equivalent.

## Leave of Absence

Leave of absence is permission to be away from the university temporarily, whether it is for medical, financial or personal reasons, including study at another educational institution. Students must file a Leave of Absence form with the Office of Records & Registration (WH

115), which will process the request. Students may be on leave for up to two consecutive semesters. Please visit [Records & Registration's Leave of Absence page](#) for information on initiating and returning from a [voluntary leave of absence](#) and to learn about the policy and processes associated with an [involuntary leave of absence](#).

Students who plan to take courses elsewhere during their leave must consult their academic advisor prior to leaving. Please refer to the [Post-Matriculation Registration Procedure](#) for more information.

Students who do not return after two semesters of separation will be automatically withdrawn from the university and will need to apply for [readmission](#) (p. 190) if they wish to return. (For more information about readmission, visit the [Office of Undergraduate Admission's website](#).)

## Additional Information about Leave of Absence and Withdrawal

If a student requests a leave of absence or withdrawal from the College *before the end of the second week of classes*, the student will be deregistered without transcript notation. If the leave of absence or college withdrawal occurs *after the second week of classes*, the student will be withdrawn from all in-progress courses and a W will be listed on the transcript.

Students may request a leave or withdrawal until the last day of classes. (The exact deadline appears in the [Academic Calendar](#) for each semester.) Students who stop attending class(es) are considered "unofficially withdrawn" and will receive grades of F\*. If this happens in all classes for the semester and they do not submit an official Leave of Absence or Withdrawal from College form, the student will be considered on an [unofficial Leave of Absence](#).

Leave of absence and withdrawal may affect students' financial obligations. Please contact the [Office of Student Accounts](#) with questions about liability (e.g., tuition, fees, room and board) and aid. The [tuition refund policy](#) may also be of interest.

## Liberal Arts

The New York State Education Department provides the following guidance to assist institutions of higher education in meeting the requirements of the Rules of the Board of Regents, Section 3.47 (c), Requirements for Earned Degrees, Undergraduate degrees:

*Undergraduate degrees shall be distinguished, as follows, by the minimum amount of liberal arts content required for each degree. The required liberal arts core shall not be directed toward specific occupational or professional objectives.*

Degree & Minimum Required Total Program Credits	Minimum Proportion of Liberal Arts Content	Minimum Number of Liberal Arts Credits
Bachelor of Arts (B.A.) - 120	3/4	90
Bachelor of Science (B.S.) - 120	1/2	60
Bachelor of Fine Arts (B.F.A.) - 120	1/4	30

The liberal arts and sciences comprise the disciplines of the humanities, natural sciences and mathematics, and social sciences.

Examples of course types that are generally considered within the liberal arts and sciences:

- Humanities
- English - composition, creative writing, history of language, journalism, linguistics, literature, literature in translation, playwriting
- Fine arts - art appreciation, history or theory
- World languages - composition, conversation, grammar, history of the language, literature of the language, reading, translation studies
- Music - music appreciation, history or theory
- Philosophy - comparative philosophy, history of philosophy, logic, schools of philosophy
- Religion - comparative religion, history of religion
- Theater - dramatic interpretation, dramatic literature, dramaturgy, history of drama, playwriting
- Natural sciences and mathematics
- Natural sciences - anatomy and physiology, biology, chemistry, earth science, geology, physics, zoology
- Mathematics - calculus, mathematical theory, statistics
- Computer Science - broad survey/theory courses
- Social sciences:
  - Anthropology, cultural studies, economics, geography, government, history, political science, psychology, sociology
  - Criminal justice - introductory and broad survey courses
  - Communications - interpersonal communication, mass communication, public speaking, speech and rhetoric

Examples of course types that are generally *not* considered within the liberal arts and sciences:

- Agriculture
- Business - administration, finance, human resources, management, marketing, production
- Computer applications (e.g., word processing, database, spreadsheet), programming (e.g., specific languages)
- Health and physical education
- Home economics
- Education and teaching methods
- Library science
- Music - studio, performance, practice courses - voice, instrument, direction, conducting
- Office technologies and practice
- Performing and related arts - acting, costume design, dance, direction, lighting, production, scene construction, sound production
- Specialized professional courses in such fields as accounting, architecture, dental hygiene, dentistry, engineering, law, medicine, nursing, nutrition, pharmacy, podiatry, veterinary medicine
- Studio art - drawing, painting, ceramics, sculpture
- Technology/technician fields - construction, data processing, electrical electronics, graphic arts, mechanical, medical, refrigeration repair
- Television and radio production
- Theology - pastoral counseling, ministry

## Major/Minor Declaration and Related Procedures

See also [Special Major and Degree Programs](#) (p. 193) for information on *Contract Majors* and *Liberal Studies*.

### Choosing and Declaring a Major

Each department at New Paltz sets its own policies for major declaration, including minimum credit thresholds, GPA minimums, prerequisite coursework, etc. (See [Declaring a Major](#).) While some students may be admitted directly into majors as first-year students, most students will complete at least three semesters before selecting and declaring a major.

The process of major declaration involves meeting with someone in the major department (often the chair) and reviewing a major plan of study. The department will complete the Declaration of Change webform and assign an advisor in the major department. Once the Declaration of Change is processed, students receive an email acknowledgement and the progress report will be updated to reflect the major and advisor.

Students will be expected to fulfill the major requirements that are in effect at the time they officially declare or redeclare (in the case of academic dismissal or removal from the major). Completing the process in a timely fashion is, therefore, important.

Students who have 60 or more credits in progress will not be permitted to register for additional credits unless they have a declared major. A pre-major is not valid after 60 credits are completed. New York State residents with 60 or more credits will not be eligible for New York's Tuition Assistance Plan (TAP) until the major is declared. This policy applies to incoming transfer students as well as continuing students at New Paltz. *[Policy revision effective Fall 2015]*

**Residency requirement for the major:** Transfer credits may be applied to major requirements; however, *one-half of the major must be completed at New Paltz*. (For more information about transfer credits, please refer to the [Transfer Credits policy](#) (p. 193).)

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

### Concentrations within Majors

A *concentration or track* provides a formal plan of study through which students may explore a subdiscipline or area of special focus within a major. Students who declare a concentration or track within a major must complete a set of required courses in addition to completing the core courses required for the standard major.

### Double Majors

*[Policy revision effective Fall 2017]*

A student may major in more than one field. The following restrictions apply:

1. The student must designate a primary major<sup>1</sup> and, for majors that lead to either a BA or a BS, the degree the student intends to pursue.<sup>2</sup> All General Education and college-wide requirements must be

completed. The second major need not be associated with the same degree type as the primary major.

2. All program requirements for both majors must be completed satisfactorily. In most cases, the student may find it necessary to complete more than the minimum 120 credits for graduation.
3. *There must be at least 15 credits of difference in the coursework completed for the two majors.* (This includes both major courses and required cognate courses.) Beyond the 15 credits not in common, all other courses may apply to both majors.
4. Upon completion of all requirements, the student will be granted one degree with two majors noted on the transcript.

- <sup>1</sup> Students should be fully aware of any financial aid implications before designating a primary major.
- <sup>2</sup> The primary difference between degrees relates to the number of liberal arts credits required: 90 for BA, 60 for BS, 30 for BFA.

### Dual Degrees

A student may earn two bachelor's degrees (BA, BS, BFA) simultaneously. *These dual degrees will be awarded at the same time upon completion of all coursework for both degrees.*

The following restrictions apply:

1. At least 15 credits of the major in the first degree must not be contained in the program plan of the major in the second degree (this includes both major courses and required cognate courses). Beyond the 15 major credits not in common, all other courses applied to the first degree may be applied to the second degree. Simply stated, there must be at minimum a 15-credit difference between the majors of the two degrees.
2. The student must complete the college-wide requirements associated with each degree. The primary difference between degrees relates to the number of liberal arts credits required (90 for a BA, 60 for a BS, and 30 for a BFA). However, majors in Engineering have been granted exceptions to their general education requirements. Engineering majors who wish to earn a second degree with a major in another field would be required to complete the general education requirements associated with the other degree.
3. Most importantly, the student must complete a minimum of 150 credits.

### Second Bachelor's Degree Candidates

*[Policy revision effective Fall 2019]*

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

- The intended major of the second degree must require at least 15 credits that were not contained in the major of the first degree.
- Second-degree students are considered to have met the general education and writing intensive requirements.
- The student must complete a minimum of 30 second-degree credits at New Paltz.

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

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

## Minors

A few majors<sup>1</sup> require students to minor in a field, but in most cases declaring a minor is optional. Minors typically involve between 18 and 25 credits, and can be a way of exploring an interest area in a less in-depth way than a major, or of organizing elective credits. To determine if a department offers a minor, consult the Undergraduate Catalog.

Students who wish to pursue a minor must contact the department offering the minor to submit the Declaration of Change webform. When the changes are processed, the student will receive an email acknowledgement and the change will be reflected on the progress report. At least half of the credits for the minor must not be contained within the program plan of the student's major. (This includes major courses as well as required cognate courses.) Students will be expected to fulfill the minor requirements that are in effect at the time the minor is officially declared. Transfer credits may be applied to minor requirements; however, one-half of the minor must be completed at New Paltz. Students should consult the department regarding minimum grade requirements for courses used to fulfill the minor.

<sup>1</sup> A minor is required for Biology BA majors, all Music (BA and BS) majors, Theatre Arts BA majors, and Visual Arts BS majors.

## Use of the S\*/U\* Grading Option with Major/Minor Courses

Courses that have been elected satisfactory/unsatisfactory (S\*/U\*) **will not** be counted towards the major, the minor, the Education curricula, or the Engineering curricula **unless** the student requests that the S\* or U\* be changed to a regular letter grade. See the [policy on S\\*/U\\* grading](#) (p. 192) elsewhere in this catalog for details on how to implement this option.

## Non-Discrimination & Non-Harassment

The State University of New York at New Paltz values diversity of thought, expression, and experience and is committed to providing an employment and educational environment that models equity, inclusion and respectful exchange of ideas. The College recognizes that the creation or application of standards that adversely impact the equity of educational or employment opportunities, rights or benefits is detrimental to its vision.

Therefore, in compliance with federal and state laws, harassment and discrimination based on race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status is prohibited. Remaining an employer of choice as well as a dynamic learning environment is the responsibility of every member of the campus

community. We must engage in behavior and decisions that comply with both the letter and spirit of the law.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Tanhena Pacheco Dunn, HAB 602A or 257-3172. Inquiries may also be directed to the

United States Department of Education's Office for Civil Rights  
32 Old Slip 26th Floor  
New York, NY 10005-2500  
Tel. (646) 428-3800  
Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

The reporting and complaint procedure for the review of allegations of unlawful harassment, discrimination and sexual violence provides a mechanism through which New Paltz may identify, respond to and prevent conduct of this kind. The College recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversarial complaint process will benefit student, faculty, staff and administration, permitting equitable investigation and resolution of concerns that are brought forth.

[Download the full policy statement](#) (revised March 2019)

## Online Identity Verification Policy

The policies and procedures below are designed to comply with the Higher Education Opportunity Act, specifically Public Law 110-35, stipulating that accrediting agencies require postsecondary institutions that "offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."

SUNY New Paltz policies and procedures for addressing identity verification of online students is an integral part of its policies on [academic integrity](#) (p. 178). The New Paltz policy on academic integrity defines cheating, plagiarism, and forgery and delineates the consequences of violating the policy. Submitting another student's work or having another individual complete assignments, assessment, or tests in either online or seated courses is a violation of the academic integrity policy.

The Office of Information Technology Services has been proactive in development of measures to insure that our online learning environment is secure. First, all students taking courses through D2L Brightspace, our learning management system, have secure usernames and passwords. This follows the standards set by EDUCAUSE, the postsecondary instructional technology organization. In addition, challenge questions have been implemented that require that registered students, before they begin an online course, provide a question and answer for changing passwords and select among a choice of challenge questions for further

identity confirmation. These identity markers are stored in databases and are used to verify identity.

All policies related to computer and internet access and usage at SUNY New Paltz are posted on [Information Technology Services' website](#), including the [Acceptable Uses and Privacy Policy](#), which states: *You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not misrepresent or conceal your identity in electronic messages and actions.*

## Progress Towards 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 University reserves the right to refuse the registration of a student not complying with this expectation. (*Policy change effective 11/1/06*).

**Degree Time Limitation:** Students matriculated in a bachelor's degree program at the University who fail to maintain enrollment for two (2) consecutive semesters are administratively withdrawn from the University and must apply and be accepted for readmission before they will be permitted to resume their studies.

In order to earn the degree, the student will be expected to meet:

- [Major Requirements](#) (p. 46)
- [Degree requirements](#) (p. 43)
- [General Education requirements](#) (p. 44)

If the student has been separated for **3 years (6 consecutive semesters) or less**, the student may be admitted to the same major plan of study, degree program and General Education program in effect at the time of their separation from the University. However:

- If major requirements have changed since the student's separation, the original plan of study may no longer be available. In some cases, amending the original plan of study is possible at the discretion of the appropriate department chair. If amendment is not possible, the student must declare a new major.
- If the original major is no longer offered, the student must declare a new major.
- If degree requirements have changed, exceptions and waivers may be made by the appropriate academic dean.

If the student has been separated for more than **3 years (6 consecutive semesters)**, the student must meet all of the major, degree and General Education requirements in effect at the time of readmission. Exceptions may be made at the discretion of the appropriate academic dean. (*Policy change effective March 2009; procedural updates entered August 2019.*)

**Course Time Limitation:** If an undergraduate has been gone for more than seven (7) years, all of the completed courses may not be honored. Exceptions to this may be made at the discretion of the appropriate academic dean. (*Policy change effective March 2009.*)

**See also** the policies on [Leave of Absence](#) (p. 186), [Readmission](#) (p. 190), [Withdrawal from the University](#) (p. 195), and [Academic Warning, Probation & Dismissal](#) (p. 179).

## Readmission to New Paltz

Students matriculated for undergraduate degrees who have discontinued their attendance at the university for any reason (except those students on an approved, unexpired Leave of Absence) must submit an application for readmission to the Office of Undergraduate Admission.

Former students who believe they graduated but did not because of course deficiencies and/or failure to submit the proper graduation paperwork must apply for readmission.

**Important Note:** Prior enrollment as a matriculated student does not constitute automatic readmission nor does it guarantee entrance into the original major or fulfillment of any graduation or degree requirements.

## Who is Eligible to Reapply?

- Students who have attended New Paltz for at least one semester.
- Students who have fulfilled all previous financial/judicial/health obligations to the university. (All holds must be resolved prior to applying for readmission.)
- Students must be in good overall academic standing (minimum 2.0 GPA). However, this does not guarantee entrance into either the university or a major.
- Students who have not attended the university for two consecutive semesters for any reason (except those granted a leave of absence).
- Students who have been out **one full year** from the time of academic dismissal<sup>1</sup>.

<sup>1</sup> To be considered for readmission, it is required that academically dismissed students successfully complete at least 12 credits of academic course work with at least a 2.75 GPA at another institution.

## Application Requirements

- The application fee is \$50 and non-refundable and non-transferable to another semester should the student not attend the semester they have been accepted to.
- Students must apply directly to a major. The undeclared/undecided category is not an option.
- If the student attended New Paltz under a different last name, please indicate that previous name on all documents submitted.
- Students must submit directly to the Office of Undergraduate Admission official transcripts of all college work taken since leaving New Paltz.

**Important Note:** If more than five (5) years has transpired since the student's last attendance at New Paltz, the student must submit original educational documents as the university does not retain the educational records of non-graduates beyond five (5) years. If the student entered as a freshman, these would be the high school transcript and SAT/ACT scores; if the student entered as a transfer, it would be all previous college transcripts.

## Application Deadlines

All required documents must be received in the Office of Undergraduate Admission by these dates:

- Fall: April 1<sup>1</sup>
- Spring: November 1<sup>1</sup>

There is no summer readmission.

<sup>1</sup> The university reserves the right to alter due dates without prior notice.

## Important Information for Art, Art Education, Music, and Theatre Arts Readmission Applicants

You must submit a new portfolio or participate in a new audition/interview in order to be considered for readmission. Contact the appropriate department for details.

## The Readmission Decision

- All readmission decisions are made by the *academic department of your intended major*. Decisions will be made available on your applicant portal.
- Each application is evaluated according to the admission criteria the department has in place at the time of application. (Visit the [Transfer Admission webpage](#) for a list of majors with specific entrance requirements.)
- Acceptance for readmission is only valid for the semester you applied for. If you cannot attend, you must reapply for a future semester.

## Academic Consequences of Readmission Students in Good Academic Standing

A student who has been separated for **3 years (6 consecutive semesters) or less** may be admitted to the same major plan of study, degree program and General Education program in effect at the time of their separation from the university. However:

- If major requirements have changed since the student's separation, the original plan of study may no longer be available. In some cases, amending the original plan of study is possible at the discretion of the appropriate department chair. If amendment is not possible, the student must declare a new major.
- If the original major is no longer offered, the student must declare a new major.
- If degree requirements have changed, exceptions and waivers may be made by the appropriate academic dean.

A student who has been separated for **more than 3 years (6 consecutive semesters)** must meet all of the major, degree and General Education requirements in effect at the time of readmission. Exceptions may be made at the discretion of the appropriate academic dean.

Students who readmit to a new major will complete the major requirements in place at the time of readmission.

## Academically Dismissed Students

Readmitted students are matriculated under the current catalog at the time of readmission and are, therefore, responsible for all university, SUNY, and academic major requirements in effect at the time of readmission.

## Important Notes

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

- Readmission is required for all non-graduates regardless of the number of credits believed to be lacking in order to receive the undergraduate degree.

Questions?

For more information about readmission, please visit the [Office of Undergraduate Admission's website](#).

*Policy approved: Council of Deans, Spring 2009*

*Procedural updates entered August 2019*

## Registration for Non-Matriculated Undergraduates

Non-matriculated students wishing to enroll in undergraduate courses during the academic year may do so only on/after the non-matriculated student registration date noted in the [schedule of classes](#) and [academic calendar](#).

Non-matriculated students may enroll in only *two courses (maximum of eight credits) per semester*.

Non-matriculated students can accumulate up to a *maximum of 24 credits*. Upon reaching 24 credits, non-matriculated students must apply for admission to the university in order to continue to enroll in courses.

Non-matriculated students must maintain a GPA of 2.0 or higher.

## Religious Beliefs & Class Attendance

Throughout the academic year, many students and faculty will need to miss class or reschedule assignments, exams, practices, or other school commitments in order to observe religious holidays that fall on class or work days<sup>1</sup>.

Students who will be taking time to observe these holidays should communicate with faculty, coaches, etc. as soon as possible regarding absences for religious observations and be prepared to discuss plans for making up missed work. Faculty will continue to respect the needs of our students and, in compliance with the New York State Education Law (Section 224-a)<sup>2</sup>, honor students' requests for such rescheduling and collaborate with them to determine a path to make up missed work.

Faculty who plan to observe religious holidays on scheduled work days should communicate with their department chair and arrange for make-up sessions or alternative content delivery in order to preserve instructional time. (See the Faculty Handbook, Section 3: Instruction.)

This applies to all religious observances, specified or not specified on the academic calendar.

<sup>1</sup> Staff absences for religious observance will also be accommodated. Professional and Classified staff are required to charge accruals for these absences. (Sick days cannot be used for this purpose.)

<sup>2</sup> Section 224-a, "Students unable because of religious beliefs to register or attend classes on certain days," states the following (see below):

1. *No person shall be expelled from or be refused admission as a student to an institution of higher education for the reasons that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.*

2. *Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.*
3. *It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.*
4. *If registration, classes, examinations, study or work requirements are held on Friday after four o' clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.*
5. *In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.*
6. *Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.*
  - a. *It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.*
7. *As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.*

## Satisfactory/Unsatisfactory (S\*/U\*) Grading Option

Students may utilize the Satisfactory/Unsatisfactory (S\*/U\*) Grading Option for select courses during their undergraduate study; a number

of important restrictions apply (listed below). Under the student-elected S/U option, the student's grade for a course will be recorded on his or her transcript as S\* (student-elected Satisfactory) or U\* (student-elected Unsatisfactory). Neither grade will affect the student's GPA.

Students elect the Satisfactory/Unsatisfactory option under *Registration - S/U Grading Option* in *my.newpaltz.edu*. The course instructor is not informed that a course is being taken S\*/U\* and will submit the letter grade earned by the student. 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.

A student may request that an S\* or U\* be changed back to a regular letter grade, which will then be counted in the cumulative average and appear on the university record. Such a request will be honored **if made within one calendar year** after the semester in which the student earned the S\* or U\*, or before the student graduates, whichever period is shorter. *[Policy revision effective Fall 2012.]*

The following restrictions apply to the use of the Satisfactory/Unsatisfactory Grading Option:

- *Students who began at New Paltz as freshmen or who entered New Paltz with fewer than 60 transfer credits may select the S\*/U\* grading option four times during their undergraduate work. A student may use the S\*/U\* option for no more than one course (up to four credits) per semester and for no more than four courses (up to 12 credits) of undergraduate work at New Paltz.*
- *Students with 60 or more transfer credits may use the S\*/U\* grading option two times. [Policy revision effective Fall 2014.]*
- *Courses that have been elected Satisfactory/Unsatisfactory will **not** be counted toward General Education, Writing Intensive or Diversity requirements, the Education curricula, or the student's major or minor requirements, unless the student requests that the S\* or U\* be changed to a regular letter grade.*
- *The S\*/U\* option is not available for all courses. Courses with an S\*/U\* restriction will be listed in the Schedule of Classes with this statement: "Students cannot elect the Satisfactory/Unsatisfactory grade option for this course." Graduate students may not elect S\*/U\* for courses in their plans of study.*
- *The S\*/U\* option does not apply for W (withdrawal) grades.*
- *The deadline for choosing S\*/U\* is the last day of classes. Refer to the Academic Calendar for the exact date each semester.*
- *See also: [Dean's List policy](#) (p. 182).*

## 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.

## Semester Workload

During the academic year, an average course load for undergraduate students is 15 credits per semester, which would allow for completion of 120 credits (the minimum requirement for a baccalaureate degree) in four years. Students typically may register for up to 19 credits in the fall and



spring semesters. Consult the [Office of Records & Registration](#) for more information.

A semester workload of 12 credits is needed to maintain full-time status. The Offices of Student Financial Services, Residence Life, and Athletics, Wellness & Recreation, among others, require students to be full time to remain eligible for their services. Students who are considering dropping below 12 credits should consult with the appropriate offices about the impact of that action on their status.

Students may register for a combined maximum of 12 credits for all summer sessions and a maximum of 4 credits for Winter Session.

## Special Major and Degree Programs

- [Contract Majors](#) (p. 193)
- [Liberal Studies](#) (p. 193)

## Contract Majors

The purpose of the contract major is to enable highly motivated students to develop individual programs of study most appropriate to their particular academic interests. Contract majors should be considered only in those cases where students' academic interests are substantially different to the point that they cannot be accommodated by an existing major program. A minimum GPA of 3.0 is normally expected.

A contract major is interdisciplinary in nature and may include regular courses, independent study, fieldwork, study at other institutions, and study overseas. Three faculty advisors from academic disciplines related to the contract major must sponsor the proposing student; no more than two may be from the same department. One will be designated as the student's primary advisor.

Contract majors consist of at least 30 credits, of which at least 24 are upper-division (300/400-level) credits. Transfer credits may be applied to the contract major; however, at least half of the major credits must be earned at New Paltz. All other [degree requirements](#) (p. 43) must be completed.

Interested students should first consult a representative of the appropriate dean's office to discuss the proposed contract major and the composition of the contract committee/advisors. Students seeking a contract major should ideally submit a proposal before the end of their sophomore year, or at the latest by the end of the first semester of their junior year.

The final proposal should consist of:

1. A completed "Declaration of Major/Contract Plan" form, which can be obtained from an advisor or the appropriate dean;
2. An essay describing the major, how it fits in with the student's plans after graduation, and why a combination of majors/minors and electives won't accomplish the same thing.

These materials must be submitted to the primary dean's office for approval. The contract major will be assigned to the academic unit of the approving dean, who will forward all materials to Records & Registration to be kept on file for degree clearance.

Since the student's progress report will not contain major-specific information, the student and advisors should keep copies of the submitted contract-major plan of study for registration planning.

*Procedural revisions entered May 2019*

## Liberal Studies

The Bachelor of Liberal Studies program is designed for groups of mature learners with common interests that traditional majors may not fully address. A liberal arts core provides a firm foundation of general knowledge and skills, while a specialization requirement, which may be interdisciplinary in nature, adds depth and focus. For more information, please contact the Office of Undergraduate Admission.

## Student Consumer Information Requirement

In compliance with both Federal and State laws, the university 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 Office of Institutional Research publishes a table of contents of these required disclosures](#), with direct links to items related to financial aid/student financial assistance, general institutional information, health and safety, and student outcomes.

The Division for Enrollment Management is also available to assist students or prospective students in obtaining information specified in the Regulations of the Commissioner of Education, Chapter II, Subchapter A, Part 53, Sections 53.1-53.4.

## Transfer Credits

- SUNY New Paltz will accept a maximum of 70 credits from an accredited two-year college and a maximum of 90 credits from an accredited four-year college or university. (To learn more about the types of colleges from which New Paltz accepts credits, see [Accredited Colleges](#) or [Transferring Your Credits](#).)
- A maximum of 15 non-liberal arts credits may be awarded for coursework taken within government agencies, industry, the Armed Services or other non-collegiate settings. A request for review of such coursework should be submitted to the [Office of Undergraduate Admission](#), along with appropriate documentation (e.g., course/program syllabus; Joint Services Transcript, etc.).
- SUNY New Paltz does not award life-experience credit.
- Refer to our searchable [College Course Equivalencies](#) database to see how courses completed elsewhere may transfer toward your New Paltz degree. Credit awarded for successful completion of [AP](#) (p. 180), [CLEP](#) (p. 180), and [IB](#) (p. 186) examinations is included. (See also the [Credit by Exam](#) (p. 182) policy.)

## "Seamless Transfer" within SUNY

- Students with a SUNY A.A. or A.S. degree who are accepted into a parallel baccalaureate program at New Paltz and who have successfully completed [SUNY's General Education program](#) and the [appropriate transfer-path courses](#) benefit from SUNY's transfer-friendly policies. Such students will be afforded true [junior standing](#) and the opportunity to complete the requirements for a bachelor's degree within four additional semesters of full-time study or the equivalent.

- SUNY A.A./A.S. degree holders who have completed SUNY's minimum General Education requirement do not need to take additional courses to satisfy New Paltz's General Education program.
- SUNY A.S. Engineering Science degree holders who completed a reduced General Education program will complete SUNY's minimum GE requirement at New Paltz as part of their B.S. Engineering degree program.
- Transfer of credit for SUNY General Education courses is guaranteed if a course is successfully completed with a grade of C or above.
- SUNY transfer-path courses are guaranteed to transfer as courses in the major or as required cognates if completed with a grade of C or better. (Note that courses with a grade of C- may be eligible for transfer toward the major or required cognates, at the discretion of the appropriate academic department.)
- Courses *other than* transfer-path and SUNY General Education courses may be eligible for transfer credit toward the major with a grade of C- or better, at the discretion of the academic department concerned.

## Pre-matriculation transfer credits: Submitting transcripts and score reports

All newly matriculated students (freshmen and transfers) must submit to the Office of Undergraduate Admission all final, official college transcripts, AP exam scores, IB exam scores, CLEP exam scores, and other pertinent collegiate coursework no later than the first day of classes of the first semester at SUNY New Paltz. *Delay in submitting pre-matriculation transfer credits can have a negative impact on course planning and financial aid.*

If you have questions about transferring pre-matriculation credit, please contact the [Office of Undergraduate Admission](#).

## Post-matriculation transfer credits: Registering for courses elsewhere

This policy applies when a student who has matriculated at New Paltz earns credit at another college with the intention of transferring the credit to New Paltz. *Matriculated students should consult their advisor before taking a course elsewhere to avoid problems with credit acceptance and financial aid.*

Two pathways exist for earning post-matriculation transfer credit:

- The [post-matriculation registration process](#) is for students who wish to take a course at a *non-SUNY college*.
- The [cross-registration process](#) is for students who wish to take a course at *another SUNY college*. *Cross registration must be approved by the Office of Records & Registration by the start date of classes at New Paltz.*

Regardless of pathway, the student should consult with the appropriate office to determine the impact of taking courses at other institutions on financial aid, repeat course limits and maximum transfer-credit allowances (70 credits from an accredited two-year college and 90 credits from an accredited four-year college or university).

If you have questions about transferring post-matriculated credit, please contact the [Office of Records & Registration](#).

## Visiting Students

### Who is a visiting student and in what may they enroll?

- Undergraduate students who are matriculated at another college and wish to take courses at SUNY New Paltz during the regular academic year are considered visiting students.
- Visiting students remain matriculated at their home institution and are considered non-matriculated students at SUNY New Paltz.
- Visiting students may take courses based upon availability and sometimes require specific departments' permission to enroll.
- Visiting students are prohibited from enrolling in internship, fieldwork or practicum courses.
- Visiting students may take up to one academic year of courses at SUNY New Paltz.

### General visiting student criteria:

- You must have a minimum 2.0 GPA at your home institution for consideration.
- You must not be on academic probation, academic warning or academic suspension at your home institution.
- You must not be on disciplinary probation or suspension at your home institution.

### Required Application Documentation

- Your application must be signed by your advisor (from your home institution) indicating approval of all courses in which you wish to enroll at SUNY New Paltz and providing signed proof of your good academic and disciplinary standing.
- Submit an unofficial or official transcript from your home institution.

### Application and Required Documents Due Date(s)

- *Fall and Spring* - The complete application must be received and approved prior to the date for non-matriculated and visiting students noted in the [Academic Calendar](#).
- *Winter and Summer Sessions* - SUNY New Paltz does not process visiting student applications for the winter and summer sessions as those sessions are open to the general public, provided certain basic requirements and course prerequisites are met.

SUNY New Paltz reserves the right to change application due dates without notice.

### Approval, Registration and Financial Aid

Your application will be received by Records & Registration. If the application is incomplete, its processing will be delayed.

You will be notified of the enrollment decision *by email*.

If your application is approved:

- You will receive login information for the [my.newpaltz.edu](#) student portal.
- You may register for courses, on a space-available basis, *only during the registration period for non-matriculated and visiting students* noted on the Academic Calendar.

- You must document, by transcript, that you have met any and all course prerequisites and will need electronic permission to register for courses with restrictions.
- Upon course registration, you will receive an invoice from the Office of Student Accounts with a payment due date. Failure to abide by this date will result in [course de-registration](#).
- If you are receiving financial aid (including loans) from your home institution, you are responsible for making arrangements with your home institution to ensure the continuation of financial aid.

*Please note:* Since non-matriculated and visiting students are the last cohort to be registered, it is possible that there will not be available seats once registration is processed. [Please plan accordingly](#).

## Other Important Information

- Visiting students may enroll in courses for a maximum of two semesters. After two semesters they must apply for [transfer admission](#).
- Visiting students must attain a minimum 2.0 GPA or they will be ineligible to register for further courses at SUNY New Paltz.
- On-campus housing is not available.

## Study Abroad Program

- Students who are matriculated at another institution and wish to participate in the SUNY New Paltz Study Abroad program are considered visiting students.
- Study Abroad applications can be found at [New Paltz Study Abroad](#).

## Withdrawal from the University

Withdrawal from the University reflects a student's intent to sever all affiliations with the SUNY New Paltz and to terminate matriculation. Students must file a Withdrawal from the University form with the Office of Records & Registration (WH 115), which will [process the withdrawal request](#). Students who are withdrawn from the university are blocked from taking any courses at New Paltz and must apply for [readmission](#) (p. 190) should they subsequently decide to return. (For more information about readmission, visit the [Office of Undergraduate Admission's website](#).)

Withdrawal from the University differs from a [Leave of Absence](#) (p. 186), and students are advised to consult their advisors, financial aid officers, health providers, or other trusted individuals to discuss the pros and cons of each. Additional information appears below. Guidance is also available from the [Office of Records & Registration](#).

Note that students who do not register for more than two consecutive fall/spring semesters will be automatically withdrawn from the university.

## Additional Information about Withdrawal and Leave of Absence

If a student requests a withdrawal or leave of absence from the university *before the end of the second week of classes*, the student will be deregistered without transcript notation. If the university withdrawal or leave of absence occurs *after the second week of classes*, the student will be withdrawn from all in-progress courses and a W will be listed on the transcript.

Students may request a withdrawal or leave until the last day of classes. (The exact deadline appears in the [Academic Calendar](#) for

each semester.) Students who stop attending class(es) are considered "unofficially withdrawn" and will receive grades of F\*. If this happens in all classes for the semester and they do not submit an official Leave of Absence or Withdrawal from the University form, the student will be considered on an [unofficial Leave of Absence](#).

Withdrawal and leave of absence may affect students' financial obligations. Please contact the [Office of Student Accounts](#) with questions about liability (e.g., tuition, fees, room and board) and aid. The [tuition refund policy](#) may also be of interest.