

General and Undergraduate Academic Rules and Regulations

This is the complete and official version of the academic rules and regulations governing undergraduate students effective for the 2005-06 academic year. It supersedes all previously published versions of these rules. The general rules contained in this section also apply to graduate students. Additional rules specific to graduate students appear in the *Graduate Course Catalog* in the section titled "Academic Rules and Regulations of the Graduate School."

"General University Regulations," "University Rules," regulations that apply to general student conduct and behavior, and a complete guide to student rights and responsibilities can be found in the *Syracuse University Student Handbook*, available at the Schine Student Center. This information can also be accessed online at students.syr.edu/handbook/rights/r&content.

All-University Disclaimer

The information concerning academic requirements, courses, and programs of study contained in this publication does not constitute an irrevocable contract between the student and the University. The University reserves the right to change, discontinue, or add academic requirements, courses, and programs of study. Such changes may be made without notice, although every effort will be made to provide timely notice to students. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

Institutional Accreditation

Syracuse University is chartered by the New York State Board of Regents and accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia PA 19104; 215-662-5606. Professional accreditation for each of the professional colleges and schools accords with the regulations of the appropriate professional association. For further information, contact the dean's office of each school or college.

Compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Syracuse University is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These legislative acts mandate in general that no otherwise qualified person with a disability in the United States shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance solely by reason of being disabled. Students who may need assistance should contact the Office of Disability Services, Room 309, 804 University Avenue; 315-443-4498.

Academic Advising

Academic advising is an essential component of a Syracuse University education. The University is committed to providing the individual advice and assistance that students need at every step throughout their degree programs. A successful system of academic advising is highly dependent upon a shared commitment of students, faculty, and staff to the process and the availability of timely, accurate information.

Students are responsible for scheduling, preparing for, and keeping advising appointments; for seeking out contacts and information; and for knowing the basic requirements of their individual degree programs. Students bear the final responsibility for making their own decisions based on the best information and advice available and, ultimately, on their own judgment.

Advisors are responsible for developing a thorough knowledge of the degree requirements within the students' program of study and a working knowledge of academic options and resources throughout the University. Advisors are expected to involve students by encouraging them to ask questions, gather information, and explore options so that they may develop a meaningful academic plan. Advisors will be available to students on a regular basis, monitor their advisees' progress, assist in considering career options, and make appropriate referrals to other campus offices.

The University, through its schools and colleges, pledges to support a campus-wide network of faculty, staff, and student peer advisors by providing them with a clear and firm foundation of information regarding policies, procedures, resources, and programs. The University is committed to help faculty and staff develop effective advising skills, to evaluate its system of academic advising and support services, and to make improvements where necessary. The University also acknowledges the important contribution advisors make to the community through appropriate recognition within the institutional reward system.

I. Policies

1.0 Academic Standards

At Syracuse University, academic integrity is expected of every community member in all endeavors. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the university community has a right to expect the highest standards of academic integrity from all other community members.

An individual's academic dishonesty threatens and undermines the central mission of the University. It is unfair to other community members who do not cheat, because it devalues efforts to learn, to teach, and to conduct research. Academic dishonesty interferes with moral and intellectual development, and poisons the atmosphere of open and trusting intellectual discourse.

Syracuse University's academic integrity policy and procedures are administered by the Academic Integrity Office in the Division of Academic Affairs, and all schools and colleges (see supplemental policy and procedures for the College of Law).

1.0.1 ACADEMIC INTEGRITY EXPECTATIONS

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not limited to the following:

1.0.1.1 Use of Sources Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source. Examples of plagiarism:

- (1) Paper is downloaded from an Internet source and/or obtained from a paper mill;
- (2) paper contains part or all of the writings of another person (including another student), copied without citation;
- (3) paper contains passages that were cut and pasted from an Internet source, without citation.

While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism. Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Syracuse University, and the program level of the student.

1.0.1.2 Course Work and Research

- (1) The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
- (2) fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;

- (3) copying from another student's work;
- (4) actions that destroy or alter the work of another student;

- (5) unauthorized cooperation in completing assignments or examinations;
- (6) submission of the same written work in more than one course without prior written approval from both instructors.

1.0.1.3 Communications

- (1) Violating the confidentiality of an academic integrity investigation, resolution, or documentation;
- (2) making a false report of academic dishonesty;
- (3) dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.

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1.0.1.4 Representations and Materials Misuse

- (1) Falsification of records, reports, or documents associated with the educational process;
- (2) misrepresentation of one's own or another's identity for academic purposes;
- (3) misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities;
- (4) sale of papers, essays, or research for fraudulent use;
- (5) alteration or falsification of university records;
- (6) unauthorized use of University academic facilities or equipment, including computer accounts and files;
- (7) unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- (8) expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
- (9) expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- (10) unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, laboratories, or academic resource centers.

1.0.2 COURSE-SPECIFIC EXPECTATIONS

The instructor of record is responsible for determining and communicating course-specific academic integrity expectations. Instructors of record are responsible for stating, in writing, course-specific expectations, particularly those regarding use of sources and collaboration.

Students are responsible for consulting their instructors for any clarification needed on academic integrity standards, including those set forth in this policy and those that are course-specific.

Collusion is assisting or attempting to assist another in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

1.1 STUDENT ACADEMIC WORK

In compliance with the Federal Family Educational Rights and Privacy Act, works in all media produced by students as part of their course participation at Syracuse University may be used for educational purposes, provided that the course syllabus makes clear that such use may occur. It is understood that registration for and continued enrollment in a course where such use of student works is announced constitute permission by the student.

After such a course has been completed, any further use of student works will meet one of the following conditions: (1) the work will be rendered anonymous through the removal of all personal identification of the work's creator/originator(s); or (2) the creator/originator(s)' written permission will be secured.

As a generally accepted practice, honors theses, graduate theses, graduate research projects, dissertations, or other exit projects submitted in partial fulfillment of degree requirements are placed in the library, University Archives, or department for public reference.

2.0 Attendance in Classes

Attendance in classes is expected in all courses at Syracuse University. Class attendance requirements and policies concerning non-attendance are established by the instructors of each course and are detailed in the course syllabus.

2.1 SYRACUSE UNIVERSITY POLICY ON RELIGIOUS OBSERVANCES

It is the policy of Syracuse University that no student should be refused admission or be expelled because he or she is unable to participate in any examination, study, or work requirement because of his or her religious holy day requirements. An opportunity will be provided to make up any examination, study, or work requirements that may have been missed because of an absence due to a religious observance providing that the instructor has been notified in writing one week before the absence. No fees will be charged to the student for the costs incurred by the University for such makeup work. In effecting this policy, the University agrees that no adverse or prejudicial effect should result to any student who avails herself or himself of its provisions.

2.1.1 Yom Kippur is a holiday when it occurs on days when classes meet. Observance begins approximately one hour before sunset on the prior day and ends approximately one hour after sunset on the day of observance. Main Campus and University College (including the branch campuses) classes will be cancelled as follows:

Prior day: All classes with meeting times extending beyond 6:00 p.m. (start before and end after) or that start after 6:00 p.m. are cancelled.

Observance day: All classes (day and evening) are cancelled.

3.0 Academic Renewal

Students with a Syracuse University cumulative GPA of less than 2.0 who have been accepted for readmission or matriculation to an undergraduate degree program at the University after an absence of 7 years (14 full fall and spring semesters) may apply for academic renewal. A contract must be completed with the student's college(s) no later than the midterm date (published in the *Time Schedule of Classes*) of the semester for which the student was admitted or readmitted. For Main Campus students, all requests for academic renewal will be reviewed by the student's college(s) after the completion of the first semester. To qualify, students must attain a minimum semester GPA of 2.5, unless otherwise noted below, for a full-time course load in their first semester, with no I, F, NA, P, V, WD, or missing grades. University College students must complete 12 credits within two years (four consecutive fall and spring semesters) and must have attained a minimum cumulative GPA of 2.5, unless otherwise noted below, with no I, F, NA, P, V, WD, or missing grades. Students who do not fulfill the requirement at the time of review may not petition again.

Education, Human Services and Health Professions A GPA of 3.0 is required for the first semester (full-time students) or first 12 credits (University College students).

Public Communications Only students who have attempted no more than 30 credits or the equivalent of two full semesters may apply for academic renewal.

University College Bachelor of Professional Studies students A 2.5 GPA is required for the first 12 credits.

Visual and Performing Arts A 2.8 GPA is required for the first semester (full-time students) or first 12 credits (University College students).

If academic renewal is approved, all prior courses will continue to appear on the transcript but will be flagged to remove them from all credit and grade calculations, and the grade point average will be reset to 0.00. The computation of the grade point average will then start anew with the courses taken after readmission (or matriculation). There will be no selective review of only certain courses for flagging. (Note: the transcript will note that flagging was done under the academic renewal policy.)

The prior coursework will be evaluated in the same manner as transfer credit. Only prior coursework with a grade of C or higher (i.e., no C- or D grades) which can be applied toward the student's degree program will be accepted as a block of credits from the prior record. Grades in these courses will not calculate toward the GPA. To be considered for University honors, students who are approved for academic renewal must complete 60 credits of SU letter-graded courses that can be calculated in the grade point average. Students who subsequently apply to a different SU college or program must meet all requirements of the new college or program, and all prior credit will be reevaluated accordingly.

Students who have not met requirements at the time of review will not have their transcript amended. All coursework taken and grades earned since readmission (or admission, for previously nonmatriculated students) will remain and calculate on the SU transcript record.

Before initiating a request for Academic Renewal, the student must discuss the academic consequences with an advisor in the college dean's office. Students who plan to apply for financial aid must discuss possible financial aid consequences with a Financial Aid counselor.

II. Records

4.0 The Academic Record

Syracuse University maintains a permanent academic transcript showing complete course and grade-earned information for every student, matriculated or nonmatriculated, who takes credit-bearing coursework through any of the Syracuse University programs. The transcript may not be modified or selectively deleted for any reason, including ignorance of drop and withdrawal deadlines or academic rules and regulations. Once a degree is conferred, the transcript may not be changed except for administrative error, subsequently discovered fraud or academic dishonesty, or assessments that more accurately represent academic work completed prior to degree certification. In extreme cases, such changes may include the rescinding of a degree.

Transcripts of courses taken and degrees received at Syracuse University are maintained in the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars and Admissions Officers. Official transcripts requested from the Registrar's Office will show the entire record of all coursework, both undergraduate and graduate, matriculated and nonmatriculated. Undergraduate and graduate transcript records print separately, but are issued and sent together for students with

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more than one SU academic career. Coursework is displayed chronologically within each career record, with one GPA calculation for the career. However, within that distinction the transcript is not degree-specific: i.e., it does not designate courses that apply to multiple specific degree programs at the same level. Such information may only be obtained from the student's college for undergraduate degrees, or the Graduate School or College of Law for graduate degrees. See 4.0.1, below, for additional information about College of Law transcripts.

Current students may view their records in the Registrar's Office, 106 Steele Hall, upon presentation of appropriate identification: a permanent Syracuse University I.D. card, driver's license, sheriff's I.D., or employment I.D. Students may also view a term-by-term record of their courses and grades on the web at myslice.syr.edu. This requires a NetID and password.

Transcripts may be obtained from the Registrar's Office at no charge. The student's signature must appear on all transcript requests. Students making a request in person must present proper identification. Syracuse University reserves the right to withhold copies of transcripts of students who have unfulfilled financial obligations to the University or by request of the Office of Judicial Affairs.

Access to student records is protected by the Family Educational Rights and Privacy Act. (See "Student Rights Under the Family Educational Rights and Privacy Act" elsewhere in the catalog.) Students may have copies of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). Any student attempting to gain possession of another student's record will be suspended by the University immediately.

4.0.1 College of Law Beginning with students who received a law degree in December 1999, the law record became distinct from the graduate record on the transcript. As for all students who have more than one SU academic career, complete transcripts, i.e., including SU undergraduate and/or graduate records, are issued and sent. For students who received a law degree prior to December 1999, the law and graduate records are combined on a graduate record.

5.0 Course Numbering System

| | |
|---|---------|
| Remedial, development, and noncredit courses..... | 000—099 |
| Freshman-level courses | 100—199 |
| Sophomore-level courses | 200—299 |
| Junior- and senior-level courses | 300—499 |
| Joint undergraduate- and graduate-level courses | 500—599 |
| First-year graduate-level courses..... | 600—699 |
| Second- and third-year graduate-level courses | 700—899 |
| Readings, research, and individual study courses at the doctoral level only | 900—996 |
| Master's thesis | 997 |
| Individualized study at the graduate level | 998 |
| Doctoral dissertation | 999 |

Refer to the "Guide to Reading Course Descriptions" section of this catalog for further explanation.

6.0 Grading System

The grading system shown in Table A has been in effect since fall 1987. The University's grading system has changed over time, and the grades, symbols, meanings, and grade point calculations shown in this table have not always been in effect. Information about previous grading systems can be found on the official Syracuse University academic transcript or by contacting the Registrar's Office.

Not all grades shown on Table A are available for all course offerings. Grading options are approved for particular courses by the University Senate and may not be changed without Senate approval.

| Grades | Meaning | Grade Points per Credit |
|----------------|---------|-------------------------|
| A | | 4.0 |
| A- | | 3.667 |
| B+ | | 3.333 |
| B | | 3.0 |
| B- | | 2.667 |
| C+ | | 2.333 |
| C | | 2.0 |
| C- | | 1.667 |
| D ¹ | | 1.0 |
| F | Failure | 0 |

| Grading Symbols | Meaning | Grade Points per Credit |
|-----------------|-------------------------------------|-------------------------|
| AU | Audit | Not counted |
| I | Incomplete | 0 |
| NA | Did not attend and did not withdraw | Not counted |
| NR | Not Required | Not counted |
| P | Passing | Not counted |
| RM | Remedial | Not counted |
| V | Variable length course | |
| | —grade not yet due | Not counted |
| WD | Withdrew | Not counted |

¹ The grade of D may not be assigned to graduate students.

6.1 PASSING GRADES

Passing grades in order of rank are A, A-, B+, B, B-, C+, C, C-, D. Credit is earned with a P (pass) but is disregarded in determining the grade point average (GPA). (See section 6.4 for an explanation of pass/fail grades.)

6.2 FAILING GRADES

Failing grades are F (Failure) and I (Incomplete).

6.2.1 F (Failure) A grade of F calculates with zero grade points.

6.2.2 I (Incomplete) Incompletes (Is) are calculated as Fs in the GPA. An Incomplete can be granted only at the student's request and with the instructor's approval. Incompletes can be granted only when exceptional circumstances prevent the student from completing the course, including final examinations or projects, within normal time limits. Deferred examinations are allowed at the convenience of the department involved. To receive an Incomplete, the student must complete the Request for Incomplete Grade form, which is an agreement between the faculty member and the student, specifying the reasons, the conditions, and time limit for removing the Incomplete.

Incompletes may not be awarded unless the student has completed enough work for the course upon which to base a grade. Students for whom no basis for evaluation exists should be advised to drop or withdraw from the course by the published deadlines for such actions. The grade entered on the Request form as "If not completed, the grade will be ____," will be calculated on work completed to date, counting unsubmitted work as zero. If a Removal of Incomplete Grade form has not been submitted by the specified deadline, the Registrar's Office will post this grade to the student's record.

Completion of the Request form does not guarantee that the student will be able to complete the course requirements. If the student does not complete the specified work with the original instructor or within the time specified, the student may be unable to make arrangements to remove the Incomplete. A student who does not complete requirements for removing an Incomplete and who is awarded a letter grade may retake the course at a later time, subject to course availability, and flag the original grade to remove it from GPA calculation (see 7.1.1.1).

A student may graduate with Incompletes outstanding, provided (1) the cumulative average equals or exceeds the minimum requirement for the student's college and program, with the Incompletes calculated as Fs; (2) the number of earned credits meets the requirements for the degree; and (3) all degree requirements have been met. Students who take leaves of absence or are withdrawn from the University cannot receive Incomplete grades in courses for which they were registered.

After a degree has been certified, an Incomplete may be removed ONLY if (1) the course was not required in any way (quantitatively or qualitatively) in the degree program, and (2) the home school/college determines that the student completed all coursework PRIOR to the degree award date, and only the evaluation and grade submission occurred after that date. If neither condition can be satisfied and the student wishes to have an Incomplete removed, she/he must agree to have the degree rescinded, must return the original diploma to the Registrar's Office, and have the degree certified for the award date immediately following completion of the coursework before any change to the transcript will be made.

6.3 NEUTRAL GRADES

Neutral grades are not calculated in the GPA, and academic credit is not earned for courses with neutral grades. The neutral grades are AU (audit), NA (did not attend and did not withdraw), NR (not required), RM (remedial), V (variable length—grade not yet due), and WD (withdrew). Missing grades also do not calculate toward the GPA.

6.3.1 AU (Audit) Students may audit courses with the approval of the appropriate department and subject to restrictions of the instructor. See item 8.3 for procedures. Audited courses do not fulfill requirements in any degree program. Audited courses do not count toward credit hours carried for a semester and cannot be used in calculation of enrollment status.

Although students auditing a course may not be required to fulfill all academic requirements of the course, excessive absences or failure to meet requirements set by the instructor may be grounds for recording an NA rather than an AU.

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6.3.2 NA (Did not attend and did not withdraw) NA is an administrative symbol indicating that the student failed to exercise her or his responsibility to withdraw officially from a course. The distinction between NA and WD is that the student who receives an NA failed to withdraw officially from the course, while the student who received a WD officially withdrew. The student does not have the option of later petitioning for an Incomplete or letter grade.

NA is assigned by a faculty member only if one of the following conditions applies: (1) the student never attended the course, or (2) the student stopped attending the course so early in the semester that no basis for evaluation exists. For students who have attended the course long enough to establish a basis for evaluation but who have not withdrawn from the course, the course grade is determined on the basis of the work submitted, counting unsubmitted work as zero.

6.3.3 NR (Not required) This grading symbol is used for courses that do not require a grade.

6.3.4 RM (Remedial) This grading symbol is used for college-level remedial and developmental courses. Courses graded RM count toward credit hours carried in a particular semester but not toward credit hours earned for the degree.

6.3.5 V (Variable-length course, grade not yet due) This grading symbol indicates that the student is making normal progress in a course of variable length, so designed that the work need not be completed at the end of the semester. The option is available only in particular courses for which it has been approved by the Senate. When coursework is completed, the V is replaced by a grade awarded by the faculty member.

6.3.6 WD (Withdrawn) Following the academic drop deadline, students may withdraw from a course and have the symbol WD (withdrew) recorded on the transcript. The option of withdrawing from a course is in effect after the academic drop deadline and extends up to approximately two weeks before the last day of classes. (The withdrawal deadline is published each semester in the *Time Schedule of Classes*. See section 8.1.3 for more information.)

6.4 PASS/FAIL GRADES

Some University courses are automatically graded pass/fail. In other courses, undergraduate students may elect a pass/fail grading option. Credit is earned for courses with a P grade, but a grade of F is treated as any other F: the number of credits will be counted and zero grade points will be awarded. Approval to take a course on a pass/fail basis must be obtained before taking the course. No grade other than P or F will be reported by the Registrar's Office.

For undergraduate students who elect the pass/fail option, grades of A, A-, B+, B, B-, C+, C, C-, and D are converted to grades of P. See item 8.3.2 for procedures to elect a pass/fail option or a letter grade in a pass/fail-graded course.

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Students interested in graduate or professional schools are advised to use the pass/fail option with caution, since such grades are often regarded as equivalent to letter grades of C or D by some admission committees. Students considering transferring to another undergraduate institution should be aware that courses graded pass/fail may not be accepted as transfer credit.

Students in Syracuse University Abroad (SU Abroad) programs overseas are normally expected to take all courses for academic credit and for a letter grade. Therefore, SU Abroad students are limited to one pass/fail course each semester.

6.4.1 The option is not available for any course required for the major or specific college requirements. Only elective courses may be taken on a pass/fail basis. No more than 24 credit hours of courses taken pass/fail may be applied toward an undergraduate degree.

Architecture All courses taken to fulfill the architectural professional program requirements must receive a letter grade. Only open electives may be taken pass/fail.

Arts and Sciences No pass/fail course may be used to satisfy the major, minor, or Liberal Arts Core, but may be used for the student teaching requirement for those students dually enrolled with the School of Education.

Education Some courses must be taken pass/fail (e.g., EDU 508). These courses are not included in the 24-credit maximum applicable to an undergraduate degree.

Engineering and Computer Science Only free-elective courses at the 300-level and above or physical education courses may be taken pass/fail. Students are not permitted to have more than 18 credit hours of pass/fail electives in their complete program.

Human Services and Health Professions Sport Management Only non-Sport Management electives may be taken pass/fail.

Human Services and Health Professions, School of Social Work SWK 435 and 445, Field Practicum I and II, are graded pass/fail by school policy. With this exception, only elective courses may be taken on a pass/fail basis.

Management Students with a cumulative GPA of 2.5 or better may take the pass/fail option, with the exception of freshmen. Courses may be chosen from 300- to 500-level elective courses from groups I, III, IV, V, VII-B, and IX (on the single-major check-sheet). A maximum of 12 credit hours of pass/fail courses may be used toward the degree program. Students may take one pass/fail course each sophomore, junior, or senior term in which they are registered for a minimum of 12 other credit hours of graded coursework.

Public Communications A pass/fail course may not be used to satisfy any requirement. Pass/fail courses can be used only as free electives.

University College Bachelor of Professional Studies students A pass/fail course may not be used to satisfy any requirements. Pass/fail courses can be used only as electives. A maximum of 12 credit hours of pass/fail courses may be used toward degree program.

Visual and Performing Arts No studio course may be taken pass/fail.

6.4.2 In cases where a student wishes to major in, or change the major to, a field in which she or he has previously taken a course under the pass/fail option, the chair of the department in which the course was taken and the dean of the student's home college shall determine whether and upon what terms such a course can be used to satisfy departmental requirements.

6.5 REPORTING GRADES

Instructors are required to submit grades for all students in their courses. If a student has not completed all course requirements by the time the instructor must report final grades, the student's grade is determined based on work completed to date, counting unsubmitted work as zero, unless the student has made prior

arrangements to receive an Incomplete grade (see 6.2.2). Students who did not drop or withdraw from a course and for whom no basis for evaluation exists will be given an NA grade symbol by their instructors. Students who receive an NA do not have the option of later petitioning for an Incomplete or letter grade. (Missing grades are disregarded in calculating the GPA.)

After a degree has been certified, a grade may be recorded ONLY if (1) the course was not required in any way (quantitatively or qualitatively) in the degree program, and (2) the home school/college determines that the student completed all coursework PRIOR to the degree award date, and only the evaluation and grade submission occurred after that date. If neither condition can be satisfied and the student wishes to have the missing grade recorded, she/he must agree to have the degree rescinded, must return the original diploma to the Registrar's Office, and have the degree certified for the award date immediately following completion of the coursework before any change to the transcript will be made.

6.5.1 All reported grades appear on the official University transcript and cannot be changed, except as noted in item 6.6. Additional exceptions apply, as follows.

For HEOP or SSSP students (only) in the Summer Start program, grades of D or F will be recorded as WD (withdrawal) on the transcript. By petition, after consultation with his or her program counselor, a student may request that a grade of C- be changed to WD. Petitions must be submitted by the end of the second week of the fall semester.

Engineering and Computer Science Summer Start courses for which grades of C- or below are reported will not be dropped from the transcript. The grade will be replaced by WD (withdrawal).

6.6 CHANGING GRADES

6.6.1 Changes to Previously Submitted Grades Once a grade has been reported, an instructor may submit a grade change at her/his discretion in accordance with University grading policies set forth in this section. All requested changes must be reported to the department chair, the dean of the student's home college, and the Registrar's Office. Any or all of those offices may require an explanation of the reason for the change, and the completion of associated forms. The Registrar's Office has final authority to approve changes which involve grading symbols. (Refer to Table A.)

6.6.2 Removal of Incomplete Grade Incomplete grades may be removed in one of two ways: (1) By completing the outstanding work specified on the Request for Incomplete Grade form by the date agreed upon with the instructor, but not later than the award date of the degree to which the course applies. (2) By failure to complete required work in accordance with the terms of the Request for Incomplete Grade, whereupon the "If not completed..." grade will be posted by the Registrar's Office. The student may earn any grade, A through F, or a grade of P where that grade would be appropriate (request

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for a pass/fail grade had been submitted by the student by the semester deadline, or in a pass/fail graded course).

Incomplete grades are not removed by registering for the course again. Even though an instructor may require a student to repeat certain elements of a course to remove an Incomplete grade, students should not register for the course a second time.

6.6.3 Normal Practice for Course Grade Appeals The following set of general statements represents normal practice at Syracuse University* for a student seeking resolution to a grievance of a course grade.

(1) The assignment of grades at Syracuse University is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent except by due process as detailed below. In cases where the instructor of record is not a member of the faculty, the faculty member charged with oversight of that instructor is ultimately responsible for the assignment of grades.

(2) A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Valid grounds can arise, for example, when an instructor fails to provide or implement uniform and consistent standards, or bases an assessment on criteria other than academic performance.*

(3) Unless there are issues of a personal nature, the appeal process for a grade dispute begins with the instructor of record. Failure to comply with this may be grounds for denial of subsequent appeals. Any appeal beyond the instructor of record must be initiated in writing to the department chair before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.

(4) If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: the instructor of record, faculty member in charge of the course, the department chair of the faculty member, the dean of the department chair.

(5) At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute. A decision may be reached if both student and instructor agree. If such a decision cannot be reached, a panel designed by the college for this purpose shall hear the case. Details of the operation and manner of selection of this panel may vary by school or college,** but shall conform to the following guidelines:

- The panel shall have a quorum of at least three.
- All voting members of the panel shall be tenured faculty.
- No member of the panel shall hear a case who has been involved in a previous stage of the appeal.
- Membership of the panel shall be fixed and made public in a given academic year, though replacements may be made in the event of resignations.

e. Membership of the panel shall be approved by the faculty of the school or college, or by a representative group of the faculty, in each academic year.

f. The Senate Committee on Instruction shall approve the manner of selection and charge of a school or college's panel before its first case. The committee shall also approve any subsequent changes in the manner of selection or charge of each college or school's panel.

The panel may, at its discretion, meet with the aggrieved parties either separately or together. The decision of this panel, either to deny the student's original appeal, or to authorize the Registrar to change the grade, shall be final. The panel shall inform both the student and the instructor of its decision in writing. The panel shall also summarize the case and its outcome in a written report to the Senate Committee on Instruction. Said committee may include summary statistics on grade disputes in its final report to the Senate.

(6) The only grounds for any further appeal shall be irregularities in the above procedures. In such cases, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or insist that the procedure begin anew at the point the irregularity occurred.

(7) All stages of the appeal process shall be kept confidential to the maximum extent possible, consistent with the Family Education Rights and Privacy Act.

* For further guidance consult the bylaws of the individual school or college.

** These procedures do not apply for students in the College of Law.

7.0 Credit

The unit of credit at Syracuse University is the semester hour. Each semester hour represents one class period of 50 minutes each week for 15 weeks, or the equivalent. Laboratory or field courses require a minimum of two or three class periods a week for each hour of credit.

The grade point average (GPA) is calculated by taking the number of grade points earned and dividing by the number of credit hours carried toward the GPA at Syracuse University. Grade points for each grade and grading symbol are assigned as shown on Table A.

7.1 CALCULATION OF CREDIT HOURS TOWARD DEGREE REQUIREMENTS

All courses in which a passing or failing grade has been awarded calculate toward the cumulative credit and grade totals on the academic transcript, unless they have been flagged to remove them from calculation (see section 7.1.1.1). However, not all courses appearing on the transcript are applicable to specific degree programs, and separate calculations made by colleges or departments to determine progress toward degree requirements may not include all courses on the transcript.

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A maximum of six credit hours, graded A-D or P, of college-level remedial and developmental courses (courses numbered 000-099) may be applied, as free elective credit, to the minimum number of credits required for certification of the degree, subject to approval by the student's home college.

7.1.1 Exclusion of Courses from Calculation "Flagging" is a term used to describe the procedure for excluding courses both from the GPA calculation and from the semester and cumulative totals of carried and earned credit hours. It also refers to the notations that appear on the official transcript when such actions occur. Specific rules related to the student's level, i.e., undergraduate or graduate, and/or home college and program govern the application of such flagging.

Students who petition to have grades and courses flagged for any reason described below (7.1.1.1 to 7.1.1.4) should be aware that such action could affect their eligibility for financial aid, including TAP. (The consequence with regard to eligibility could be either positive or negative.) It is recommended that students receiving financial aid consult with the Office of Financial Aid and Scholarship Programs before filing a flag petition.

7.1.1.1 Retaken Courses - Flagging

Students who wish to retake a course previously taken at Syracuse University and who petition to have only the second grade count in the cumulative average must retake the same course at Syracuse University. Equivalent courses taken at other institutions are not considered retaken courses for purposes of flagging.

Only the retaking of the same course (same department prefix and number as the original) may be flagged. Courses designated as repeatable (see item 8.2) may not be flagged as retaken, since the course content is considered different in each offering. Exceptions: Selected Topics courses (courses with numbers ending in two zeros [00]) may be flagged if both occurrences of the course have exactly the same title. Courses requiring a Proposal for Independent Study may be flagged when the course prefix, number, description, and requirements are the same. Advance Credit (AC) examinations or courses that merely substitute for a requirement in a student's degree program do not satisfy the requirement for flagging.

If the course is no longer offered under the same prefix and/or number, the academically responsible department may designate the course most nearly equivalent in content at the same level. Such an arrangement must be approved by petition before the course is retaken.

After a student earns a degree, courses taken before the awarding of the degree may not subsequently be flagged.

Both the original course and the retaken course are noted on the transcript. Generally, only the grade received in the second course counts in the calculation of the GPA. See Table E for college-specific exceptions.

7.1.1.2 Program Changes - Flagging Under the conditions noted below for undergraduates and in section 43.3 for graduate students, students who officially change degree programs may flag courses that do not apply to the new degree program.

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Students who change colleges (or change programs, so that the new program requires preparation distinct from the former, such as a change in major from illustration to music) and who have accumulated a number of courses that cannot be included in the new program of study may petition to flag courses. Such students must first meet minimum criteria

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for admission to the new college or program, and they must petition the dean's office of the new college.

Arts and Sciences Only D and F grades in non-Arts and Sciences courses that were required for the previous program, regardless of GPA, may be flagged at the student's request. A, B, C, and I grades in such courses cannot be flagged.

Education and Management If students transferring into these schools from another school or college elect to flag courses that do not apply to their management program, they must flag all courses that do not apply.

7.1.1.3 Graduate-Level Courses Taken as an Undergraduate - Flagging Students who petition to take graduate-level courses that will later apply to a graduate degree program at Syracuse University (see section 8.0.5.2) will have such courses flagged on the undergraduate section of the transcript and removed from calculation there. Credits earned in such courses will calculate toward the graduate degree requirements, but grades earned in the courses calculate in neither the undergraduate nor the graduate GPA. (Also see section 34.0.)

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7.1.1.4 Academic Renewal - Flagging Undergraduates accepted for readmission or admission, who previously attended Syracuse University and who meet the requirements specified in the Academic Renewal policy, will have designated semesters removed from calculation on the transcript. Courses and grades will continue to appear. See 3.0, Academic Renewal, for additional information.

7.2 CREDIT FROM OTHER INSTITUTIONS

7.2.1 Coursework Taken at Other Colleges Prior to Matriculation at Syracuse University Syracuse University grants transfer credit based on the content of courses previously completed, their applicability to the intended program of study, and the quality of the student's performance. In accord with the Joint Statement on Transfer and Award of Academic Credit by the American Council on Education/Commission on Educational Credit and Credentials, the Commission on Recognition of Postsecondary Accreditation, the American Association of Community Colleges, and the American Association of Collegiate Registrars and Admissions Officers, individual schools and colleges may assess and accept credit from institutions recognized by regional accrediting commissions, national accrediting bodies, and professional organizations that accredit free-standing professional schools and programs within multipurpose institutions, as well as institutions that are recognized candidates for accreditation. For the accredited programs offered in non-accredited institutions, credit may be considered only for students enrolled in an accredited program and for courses within the specific discipline that is accredited, i.e. excluding general education courses offered by the institution.

Transfer credit may be granted for studio work applicable toward professional degrees in the College of Visual and Performing Arts and the School of Architecture upon departmental evaluation of the portfolio.

Syracuse University may also grant credit for courses taken at recognized foreign tertiary-level institutions. Foreign institutions that are chartered and authorized by their respective national governments, generally through the Ministry of Education, are considered "recognized."

Only credit hours are accepted in transfer. Grades do not transfer and do not affect the student's Syracuse University cumulative GPA. Credit from institutions on a credit system other than a semester-hour system are converted to semester hours. For example, credit from institutions on the quarter-hour system is converted to semester hours using the formula of 1 quarter-hour equals 2/3 semester hour.

Transfer credit is evaluated only for the program of study to which the student is admitted and is subject to change if a student changes to a different program at Syracuse University.

If a student subsequently takes a course at Syracuse University for which transfer credit was previously accepted, the transfer credit will be removed from the official transcript.

For transfer students, the amount of credit awarded determines class standing. Thus, if credit is not granted for all previous work, the class standing of the student at Syracuse University may be different from what it might have been at the previous institution. Financial aid awards may be affected for transfer students whose class standing changes as the result of this evaluation.

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Credit is allowed only for those courses in which a grade of C or better has been earned. Grades of C- are not acceptable. Courses in which a grade of "Pass" is received must be certified to be a C or higher to be accepted. Courses in which pass grades were earned can normally be accepted only as elective credit.

A maximum of 66 lower-division semester hours may be transferred to the SU degree from a combination of testing programs and two-year colleges. A maximum of 90 semester hours of credit may be granted from another four-year college. At no time may the total credit hours transferred to the Syracuse University degree from college courses and testing programs (see Section 7.5) exceed 90 semester hours. (See 13.2 for restrictions which apply to second undergraduate degrees.)

A reevaluation of transfer credit resulting from a change in program may also result in a change in class standing.

7.2.2 Coursework Taken at Other Colleges Following Matriculation at Syracuse University The general policies above also apply to students taking courses at other institutions following matriculation at Syracuse University. Students who intend to complete coursework elsewhere (such as during summer session or while on leave of absence) must receive prior approval from the home college office if credit is to be applied toward the SU degree. Following completion of coursework, it is the student's responsibility to have an official transcript sent from the institution to the home college office.

Students who wish to retake a course previously taken at Syracuse University and petition to have only the second grade earned count in the Syracuse cumulative average must retake the same course at Syracuse University. Transfer credit may not be used for this purpose.

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Arts and Sciences, Public Communications, and Visual and Performing Arts Students on academic probation are not given transfer credit until their cumulative average is 2.0 or higher.

Management A minimum of 27 credit hours of required Management courses must be taken at Syracuse University.

Public Communications No more than 12 hours of communications course credits earned in another college or university may be accepted toward meeting the requirements of a major program of study in the School of Public Communications.

University College No more than 12 credit hours earned in another college or university may be accepted toward meeting the program of study requirements in the bachelor of professional studies degree. No more than 9 credit hours earned in another college or university may be accepted to the ACT or LGL credit certificate program requirements. No more than three credit hours earned in another college or university may be accepted to the Organizational Leadership or Professional Communication credit certificate program requirements.

7.2.2.1 Transfer of Credit from a Two-Year College Following Matriculation at Syracuse University Before a Syracuse University student attains junior standing (54 credits), approved coursework may be taken at a two-year college during a summer session or while on leave of absence. After a student has attained junior standing (either through coursework at Syracuse, at a two-year college, or any combination thereof), the only coursework that will be approved for completion at a two-year college will be courses fulfilling lower-division requirements or free electives, as long as the total completed hours transferred from a two-year college do not exceed 66.

7.2.2.2 Consortium Agreements Syracuse University does not allow students to enroll at other institutions under an individual consortium arrangement. The University does not have formal consortial arrangements with any other institutions, except through Syracuse University Abroad (SU Abroad), the Graduate Scholar Exchange Program, and the Consortium for Culture and Medicine. Matriculated students who plan to study abroad through a program not directly sponsored or administered by SU Abroad must contact an SU Abroad counselor at least three months before the start of the program, if they intend to apply for federal financial aid that requires a consortium agreement. Credit earned through such programs is generally treated as Syracuse University credit. For SU Abroad programs, this determination is made by departmental and college review (see 19.0).

7.2.3 Courses Taken at SUNY College of Environmental Science and Forestry (ESF) Before or After Matriculation at Syracuse University Because of the special relationship between Syracuse University and SUNY College of Environmental Science and Forestry, Syracuse University students may take ESF courses, and ESF students may take Syracuse University courses, with the approval of the home institution and subject to availability.

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| Table B College Board Advanced Placement Examinations | | | | | |
|---|------------------|---------------------|---|----------------------------------|--|
| EXAM SUBJECT/ TITLE | MINIMUM SCORE | AWARDABLE CREDIT | EQUIVALENT SU COURSE | RECOMMENDING SCHOOL/COLLEGE | ADDITIONAL SCHOOL/COLLEGE REQUIREMENTS OR QUALIFICATIONS |
| Art/Drawing | 5 | 3 | Studio Elective | Visual and Performing Arts | <i>Visual and Performing Arts</i> A maximum of 6 credits will be awarded. Does not count toward Art and Design Freshman Foundation studio courses. |
| Art/2-D Design | 5 | 3 | Studio Elective | Visual and Performing Arts | <i>Visual and Performing Arts</i> A maximum of 6 credits will be awarded. Does not count toward Art and Design Freshman Foundation studio courses. |
| Art History | 3 | 6 | FIA 105,106 | Arts and Sciences | |
| Biology | 4 | 6 | BIO 200 | Arts and Sciences | <i>Arts and Sciences</i> Students may apply to the chair of Biology for an additional two credits of laboratory with documentation of completion of the two-semester Advanced Placement (AP) courses which included a laboratory as part of the grade. The grade in the AP course must be an A or B. The total of eight credits of Biology with lab will substitute for BIO 121-123 in Natural Sciences and Mathematics. |
| Chemistry* | 4 | 4 | CHE 106, 107 | Arts and Sciences | |
| Comparative Government and Politics | 3 | 3 | PSC 123 | Arts and Sciences | |
| Computer Science A or Computer Science AB | 3 | 3 | CPS 196 | Engineering and Computer Science | <i>Engineering and Computer Science</i> Students will receive this credit only upon approval of their department chair. |
| English Language and Composition | 3 | 6 | WRT 105-205 | Arts and Sciences | <i>Management Education (Inclusive)</i> Credit accepted as Humanities elective will accept a score of 3 only after a grade of B+ or higher is earned in an SU writing course. |
| English Literature and Composition | 4 | 3 | ETS 151 or 152 or 153 or 295 or 296 | Arts and Sciences | |
| Environmental Science | 3 | 3 | GOL 200 | Arts and Sciences | |
| European History | 4 | 6 | HST 111,112 | Arts and Sciences | |
| French Language | 3 | 4 | FRE 102 | Arts and Sciences | <i>Public Communications</i> Must also place out of FRE 102 on the placement examination |
| French Literature | 3 4 | 4 4 | FRE 102 FRE 201 | Arts and Sciences | <i>Public Communications</i> Must also place out of FRE 102 (with a score of 3) or FRE 201 (with a score of 4 or 5) on the placement examination. |
| German Language | 3 | 4 | GER 102 | Arts and Sciences | <i>Public Communications</i> Must also place out of GER 102 on the placement examination |
| Human Geography | 4 | 3 | GEO 105 or 171 | | |
| Latin, Catullus-Horace and/or Latin, Virgil | 3 | 4 | LAT 102 | Arts and Sciences | <i>Public Communications</i> Must also place out of LAT 102 on the placement examination |
| Macroeconomics | 3 | 3 | ECN 102 | Arts and Sciences | |
| Microeconomics | 3 | 3 | ECN 101 | Arts and Sciences | |
| Mathematics–Calculus AB** | 3 4 | 6 6 | MAT 285 and 286 MAT 285 and 286 or MAT 195 | Arts and Sciences | <i>Engineering and Computer Science</i> 4 credits awarded for MAT 295 only, pending results of the math placement examination |
| Mathematics–Calculus BC | 4 | 8 | MAT 295,296 | Arts and Sciences | <i>Engineering and Computer Science</i> Up to 8 credits awarded for MAT 295 and 296, pending results of the math placement examination |
| Mathematics Level II† | 3 | 3 | MAT 194 | Arts and Sciences | |
| Music Theory | 3 | 6 | FIA 125,126 | Arts and Sciences | |
| Physics B | 3 | 8 | PHY 101,102 | Arts and Sciences | <i>Education (Inclusive)</i> will accept a score of 3 only after a grade of B+ or higher is earned in an SU lab/science course. |
| Physics C (Mechanics) | 3 | 4 | PHY 101 or 211,221 | Arts and Sciences | |
| Physics C (Electricity and Magnetism) | 3 | 4 | PHY 102 or 212,222 | Arts and Sciences | |
| Psychology | 4 | 3 | PSY 205 | Arts and Sciences | |
| Spanish Language | 3 | 4 | SPA 102 | Arts and Sciences | <i>Public Communications</i> Must also place out of SPA 102 on the placement examination |
| Spanish Literature | 3 4 | 4 4 | SPA 102 SPA 201 | Arts and Sciences | <i>Public Communications</i> Must also place out of SPA 102 (with a score of 3) or SPA 201 (with a score of 4 or 5) on the place examination |
| Statistics | 3 | 3 | MAT 121, 221 or STT 101 | Arts and Sciences | <i>Management</i> Credit accepted as MAS 261 |
| U.S. Government and Politics | 3 | 3 | PSC 121 | Arts and Sciences | |
| U.S. History | 4 | 6 | HST 101,102 | Arts and Sciences | |
| World History | 4 | 6 | HST 200 | Arts and Sciences | |

† Exam offered in Puerto Rico only

* The Minimum Score, Awardable Credit, and Equivalent SU Course will change for 2007-08.

** The Awardable Credit and the Equivalent SU Course will change for 2007-08.

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For ESF students, ESF is the college of record. Syracuse University does not maintain a transcript record of SU courses taken by ESF students. A student previously matriculated at ESF who is subsequently admitted to Syracuse University, except graduate students admitted to concurrent master's degree programs (see item 45.6), will have all coursework taken while a ESF student, including Syracuse University courses, treated and evaluated as transfer credit from ESF. Such Syracuse University courses will not appear or calculate on the Syracuse University transcript, except as they are included in a block of transfer credits, i.e., total credit hours, accepted from ESF. However, such Syracuse University courses do count toward the Syracuse University residency requirement (see item 13.5). Colleges may at their discretion include such courses in manual calculations, e.g., for determination of subsequent intra-university transfer eligibility.

ESF courses taken by matriculated Syracuse University students appear on the Syracuse University transcript and calculate in the same way as Syracuse University courses, except for graduate students admitted to concurrent master's degree programs (see item 45.6). Such courses do not count toward the Syracuse University residency requirement.

7.3 ADVANCED CREDIT EXAMINATIONS

Advanced Credit Examinations are designed to allow matriculated students the opportunity to be examined on, and receive credit for, the knowledge/skills covered by regular courses that students may have acquired outside traditional course structures. Advanced Credit Examinations must be associated with particular SU course prefixes and numbers. Because such examinations are not appropriate for certain courses, including Selected Topics and courses requiring a Proposal for Independent Study, colleges and departments are under no obligation to design and offer one upon a student's petition. Advanced Credit Examinations may not be applied to the residency requirement.

An Advanced Credit Examination must be approved by the chair of the department concerned, the student's advisor, and the dean of the student's home college. Exams are administered and graded by a member of the faculty. Both credit hours and grades are recorded on the transcript and contribute to the total credit hours earned and the cumulative GPA for the degree. However, these credit hours and grades do not count in a particular semester record.

A student may not take an Advanced Credit Examination in a course for which credit was previously earned. Advanced Credit Examinations are not considered as retaken courses for flagging purposes.

If a student subsequently takes a course at Syracuse University for which an Advanced Credit Exam was previously passed, the AC credit will be removed from the official transcript.

The fee for Advanced Credit Examinations is published each year in *Tuition, Fees, and Related Policies*. The fee is in addition to the regular tuition for a given semester.

Table C CLEP Examination Credit²

| Exam Subject/ Title ¹ | Minimum Score | Awardable Credit | Equivalent SU Course | Recommending School/College |
|-------------------------------------|--|---------------------|-------------------------|--------------------------------|
| American Literature | 50 | 3 | ETS 118 | Arts and Sciences |
| French Level I | 50, plus passing of oral test at SU | 4 | FRE 101 | Arts and Sciences |
| French Level II | 62, plus passing of oral test at SU | | FRE 102 | Arts and Sciences |
| General Biology | 70 | 6 | BIO 200* | Arts and Sciences |
| General Chemistry | 50 | 6 | CHE 106,116 | Arts and Sciences |
| German Level I | 50, plus passing of oral test at SU | 4 | GER 101 | Arts and Science |
| German Level II | 63, plus passing of oral test at SU | 4 | GER 102 | Arts and Sciences |
| History of U.S. I, II | 50 | 6 | HST 101, 102 | Arts and Sciences |
| Political Science | 50 | 3 | PSC 121 | Arts an Sciences |
| Spanish Level I | 50, plus passing of oral test at SU | 4 | SPA 101 | Arts and Sciences |
| Spanish Level II | 66, plus passing of oral test at SU | 4 | SPA 102 | Arts and Sciences |
| Western Civilization | 50 | 6 | HST 111,112 | Arts and Sciences |

* Students may apply by petition to the chair of biology for an additional 2 credits of laboratory if they can document a significant lab experience and a grade of B or better in their biology courses. The total of 8 credits of biology with lab experience documented will substitute for BIO 121-123 in natural sciences and mathematics.

Table D International Baccalaureate Course Equivalency Credit

| IB Higher Level Examination | Syracuse University Credit |
|--------------------------------|--|
| Biology | 8 credits—BIO 121 and 123 |
| Business and Organization | 6 credits lower division; free elective only |
| Chemistry | 6 credits—CHE 103 and 113 |
| Economics | 6 credits—ECN 101 and 102 |
| English—World Literature | 6 credits lower division |
| Foreign Languages | No credit awarded. Exemption from basic and continuing skills in foreign languages according to performance on proficiency examination administered by the department. |
| Geography | 6 credits—GEO 105 and 173 |
| History | 6 credits lower division |
| Mathematics | 6 credits—Quantitative skills |
| Philosophy | 6 credits—PHI 191 and 197 |
| Physics | 8 credits—PHY 101, 102, 111, 112 |
| Psychology | 6 credits—PSY 205 and 274 |
| Social Anthropology | 6 credits—ANT 111 and 121 |

UNDERGRADUATES

Only grades of C or better are acceptable as passing grades.

A maximum of 30 semester hours of credit from the combination of Advanced Credit Examinations and credit hours earned through nontraditional programs (see section 7.5) may be applied toward the number of credits required for graduation.

7.4 COMPETENCY AND PROFICIENCY EXAMINATIONS

Advanced standing, exemption, or placement examinations may be given by certain departments in the University (e.g., Mathematics, English, and Modern Foreign Languages) to determine where students should be placed in a certain sequence of courses. No credit is given for these examinations, and no requirements are waived by successfully completing placement or advanced standing examinations. Students may, however, be excused from prerequisite courses on the basis of advanced standing examinations. These examinations may be given to newly admitted students before or after their first registration at Syracuse. After registration, individual arrangements may be made by the student with the permission of the chair of the department involved and the dean of the student's home college.

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7.5 CREDIT FOR EXTRA-INSTITUTIONAL AND EXPERIENTIAL LEARNING, AND EXTERNAL EXAMINATION PROGRAMS

In accord with the Joint Statement on Transfer and Award of Academic Credit by the American Council on Education/Commission on Educational Credit and Credentials, the Commission on Recognition of Postsecondary Accreditation, the American Association of Community Colleges, and the American Association of Collegiate Registrars and Admissions Officers, individual schools and colleges may assess and award credit for educational accomplishment attained in extra-institutional settings, including programs and courses offered by non-collegiate sponsors such as the military, business, corporations, government agencies, and labor unions, as well as external examination programs. Schools and colleges will consult evaluation guidelines of the American Council on Education and the Council for Advancement of Experiential Learning. If a student subsequently takes a course at Syracuse University for which credit was earned for extra-institutional and experiential learning or external examination programs this credit will be removed from the official transcript.

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A maximum of 30 semester hours of credit may be accepted from all forms of extra-institutional and experiential learning, and examination programs (including Syracuse University Advanced Credit Examinations). If a student changes degree programs and/or transfers to another school or college of the University, such credit will be re-evaluated and may or may not be applied to the new degree program. (See item 13.2 for restrictions that apply to second undergraduate degrees.)

7.5.1 College Board Advanced Placement (AP) and College Level Examination Program (CLEP) The student's home college or school will evaluate and apply accepted credit to the degree program for AP and CLEP examinations. Using the rules in effect at the time of the student's matriculation into the University, schools and colleges will be guided by the recommendations of minimum acceptable score for awardable credit, and the SU course equivalency made by the academic unit with principal responsibility for the examination subject. Current recommendations are shown in tables B and C. Examinations not represented on these tables may be assessed at the discretion of the appropriate academic unit. A student's home college or school may have higher score requirements and/or different qualifications than these recommendations, both for awarding credit and satisfying degree requirements.

7.5.2 Excelsior College Examinations (formerly Regents College Examinations) Schools and colleges may consider awarding credit for Excelsior College Examinations based on the American Council on Education's recommendations for level, credits, and scores or grades, as published in the Guide to Educational Credit by Examination. Examinations that have not previously been accepted

are subject to review by the appropriate academic department, which may set additional requirements. There are no University-wide recommendations regarding examination scores, credits, or course equivalencies.

7.5.3 International Baccalaureate (IB) Credit for Higher Level IB examinations completed with a grade of 5 or higher will be awarded as indicated in Table D. No credit will be awarded for Standard Level exams or additional requirements.

7.5.4 Military Service Academic Credit Students who have completed any United States military training should request that Student Administrative Services, 700 University Avenue, make a preliminary evaluation of military training and service school records for possible credit. Recommendations will be considered by the home school or college for possible application to the degree program.

(Note: Credit earned in military science and aerospace science offered through the Army and Air Force ROTC programs does not count toward the number of credits required for graduation unless the courses are cross-listed with regular University courses.)

III. Registration

8.0 Returning students are eligible to register for the next semester during the registration period at the end of the fall and spring semesters. New students register just before the term begins. Part-time students register through University College beginning the first day of early registration. Registration must take place prior to the first day of the term, not the first day of the class, to avoid a late registration fee. All matriculated Syracuse University students in good academic standing, as well as visiting and non-matriculated students, are eligible to register for summer sessions. All summer registration for returning and visiting students is coordinated by University College. Detailed registration instructions are published in the *Time Schedule of Classes* and the *Studies at Syracuse University/University College Part-Time Course Schedule*.

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Students who were full-time during the spring semester and who intend to register as full-time during the fall semester may not transfer to part-time continuing education status for the summer.

Beginning on the first day of classes, there is a fee for late registration. All outstanding financial obligations must be resolved with the Bursar's Office before students may register.

Students who do not pay outstanding bills by December 15 for the spring semester, or by August 1 for the fall semester, may have their early registrations cancelled and may not register until classes begin.

The home college of a student is the unit primarily responsible for advising and approving the registration of its students. In the case of students enrolled in more than one college, that advising responsibility is shared, with the home college acting in the primary role. While the student normally initiates registration and subsequent academic actions, the student's

college(s) of matriculation may also initiate such actions. No other University units may make substantive changes to an undergraduate student's schedule of classes without first securing the formal permission of the student's home college, except as provided for by immunization requirements (see 8.0.3) and financial cancellation. (Substantive changes include additions, deletions, and changes of courses.)

8.0.1 Official Registration Required for Attending Classes University policy prohibits students from attending, being evaluated, auditing, or otherwise participating in regular semester courses without being officially enrolled. The only exception is for students making up Incomplete grades with faculty approval. Faculty may not allow students to attend classes and/or submit work unless students (1) appear on the official class list or (2) present a current copy of their class schedule showing the course to have been added. Adding of courses or entire schedules after the late registration and add deadline may be done by petition only.

8.0.1.1 Students must register for courses in the semester in which they begin work for the course. Attending a class without officially registering and then registering for the course in a subsequent term for reasons of resource, billing, or scheduling convenience is strictly prohibited, for both graduate and undergraduate students. Advisors and faculty should not advise students to take such actions, and students are held to the policy regardless of such advice or permission. If such action occurs and grades are later reported for recording on the transcript, students will be dropped from the later course registration and retroactively registered in the term during which they actually took the course. The Bursar's Office will charge the appropriate tuition and fees.

8.0.2 Accommodations for Students with Disabilities Syracuse University welcomes people with disabilities and, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, does not discriminate on the basis of disability.

Upon acceptance to Syracuse University, students with disabilities are strongly urged to discuss academic and nonacademic accommodations with the Office of Disability Services, 804 University Avenue, Room 309; 315-443-4498 (VOICE), 315-443-1371 (TTY).

8.0.3 Immunization Requirements All full- and part-time undergraduate and graduate students who were born on or after January 1, 1957, who enroll for or audit credit-bearing courses through Main Campus, Continuing Education/University College, Syracuse University Abroad, or the SUNY College of Environmental Science and Forestry (ESF) must document their immunization from measles, mumps, and rubella and be cleared to register in the Health Service information system. Students who register for fewer than six credits in any one term through Extended Campus (School of Education) or Project Advance are exempt. Independent Study Degree Program students are exempt. All students must provide to Health Services a completed response form related to meningococcal meningitis vaccine indicating that the student has received and reviewed related information, and that he or she has either been immunized within the preceding 10 years or has opted not to obtain immunization against meningococcal disease.

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Students with the message "Health Services Hold" on their registration must go to the SU Health Services to show documentation or to be immunized.

The mechanism for enforcing this policy is the registration system, which will block a student from enrolling for a current or upcoming semester unless the student has provided necessary documentation to or been immunized by the University Health Service. Programs not using the registration system will have appropriate administrative controls.

Any enrolled student found not to be in compliance with the immunization requirements will receive a letter from the Senior Vice President and Dean of Student Affairs, or his or her designee, notifying her/him of suspension from the University and restriction from University-owned or -controlled property. Such students will be administratively dropped from any courses in which they were previously registered, will have I.D. card privileges suspended, and will be asked to leave residential housing.

For further information about the immunization requirements, religious and medical exemptions, and documentation procedures, students should contact the University Health Service.

UNDERGRADUATES

8.0.4 Registration for More Than 19 Credit Hours A student may enroll for more than 19 credit hours in a fall or spring semester (or more than 7 credit hours in a summer session) only by petition to the dean of his or her home college. Students in good standing in the Renée Crown University Honors Program may register for more than 19 credit hours without special approval. Non-honors students may enroll for more than 19 credit hours (14 credit hours for summer sessions) only if they petition for and receive the permission of the dean's office of their home college. Under these circumstances, such students will be assessed the appropriate extra tuition charges, unless they qualify for an overload rate exception. See *Tuition, Fees, and Related Policies* for related financial policies.

8.0.5 Registration for Graduate-Level Courses Registration for graduate-level courses is subject to a variety of restrictions, depending upon the student's level and intended application of courses toward degree requirements.

8.0.5.1 Graduate-Level Courses That Will Be Applied Toward the Undergraduate Degree Program Before registration for the course, students must petition to their home college to apply the course toward the undergraduate degree.

8.0.5.2 Graduate-Level Courses That Will Not Be Applied Toward the Undergraduate Degree Program, But That Will Be Applied Toward a Graduate Degree at Syracuse University Students who anticipate enrolling in a graduate degree program at Syracuse University and who wish to take a graduate-level course with the intention of applying it toward a Syracuse University graduate degree must petition the Graduate School prior to registration for the course. This rule applies to both matriculated SU undergraduates and to students not matriculated at Syracuse

University who register as undergraduates and take graduate-level courses here with the intention of applying them toward an SU graduate degree program.

The petition must include the following information: the prefix, number, and title of the graduate course; the number of graduate credits to be taken; the credit hours required to complete the bachelor's degree and the cumulative GPA, verified by the dean's office of the student's home college; a statement that the course is not required for completion of the undergraduate degree; and the signatures of the instructor, the chair of the department offering the course, and the home college dean's office.

Graduating seniors may earn only "restricted credit" in such graduate courses until they have officially registered as matriculated SU graduate students. (See sections 33.0-34.0 for information.)

Such courses taken for graduate credit may not be applied toward the SU undergraduate degree. They will be flagged on the undergraduate section of the transcript and removed from calculations there. Application of these courses to an SU graduate degree program is subject to the requirements established by the Graduate School (see sections 33.0-34.0). After matriculation, and upon approval by the Graduate School, the credit hours earned in such courses will be transferred to the graduate record as a block of credit hours. Under no circumstances will grades earned in such courses calculate in either the undergraduate or graduate GPA.

8.0.5.3 Graduate-Level Courses That Will Not Be Applied to Either an Undergraduate or Graduate Degree Program at Syracuse University Graduate courses taken by undergraduate students will appear on the transcript with a notation to indicate the course is graduate-level. Unless the student has petitioned as described in item 8.0.5.1, the course and grade will not be counted toward calculations for certification of either undergraduate or graduate degree requirements, but will appear on the undergraduate transcript and calculate in the overall undergraduate credit and GPA calculations.

8.1 CHANGES TO REGISTRATION

Students may make changes to their registration after the semester begins in accordance with the deadlines published each semester in the *Time Schedule of Classes*. Academic and financial deadlines are determined by the campus of instruction for particular courses.

Courses that do not follow the regular semester calendar (i.e. do not meet for the entire length of the term) are considered flexible format classes and have unique add/drop deadlines based on the length of the course and its starting and ending dates. During the fall/spring terms, University College students must contact the Bursar/Registration Office at 700 University Avenue for deadline information associated with any flexible format class. During the summer term, all students must contact this office for deadline information.

University College Students New University College students must register by mail, fax, or in person at the University College Registra-

tion Office, 700 University Avenue. Returning students may use web registration, mail, fax, or register in person. Registration must take place prior to the first day of the term (not the first day of class) to avoid late registration fee. Deadlines for adding and dropping regular semester courses are published in the *Time Schedule of Classes* and the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule* on the web at YeSU.syr.edu and are available by phone at 315-443-4135. Courses that do not follow the regular semester calendar (i.e. do not meet for the entire length of the term) are considered flexible format classes and have unique add/drop deadlines based on the length of the course and its starting and ending dates. University College students must contact the Bursar/Registration Office at 700 University Avenue for deadline information associated with any flexible format class.

8.1.1 Adding Courses The deadline for adding regular (i.e., full-semester) courses is approximately one week from the first day of classes. The exact date and procedures are published each semester in the *Time Schedule of Classes* and in the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule*. After the add deadline, only courses with a later starting date may be added.

University College Students Students who are registered through University College may use web registration or submit registration and Add/Drop forms to the University College Registration Office, 700 University Avenue. Deadlines for adding and dropping regular semester and summer session courses are published in the *Time Schedule of Classes* and the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule*. Deadlines for flexible format classes (classes that are shorter or longer than the full term) are unique to each class and are available by calling the University College Registration Office.

8.1.2 Dropping Courses The academic deadline for dropping regular (i.e., full-semester) courses is approximately one week after midsemester. The financial drop deadline (the last day to drop a course and be eligible for a tuition refund) is approximately three weeks after the first day of classes. The exact dates and procedures are published each semester in the *Time Schedule of Classes* and in the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule*. See the *Tuition, Fees, and Related Policies* publication for the complete statement of the University's policy regarding the effect of drops on tuition charges. Tuition refunds, if any, are based on the official date of the action, i.e., the date the form was submitted to the Registrar's Office or, for University College students and in summer, to University College. Courses with nontraditional start and end dates may have different deadlines. (Also see Table F.)

University College Students Students who are registered through University College may use web registration or submit registration and Add/Drop forms to the University College Registration Office, 700 University Avenue. Deadlines for dropping regular semester and summer session courses are published in the *Time Schedule of Classes* and the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule*. Deadlines for flexible format classes (classes that are shorter or longer than the full term) are unique to each

Academic Rules and Regulations

Table E Retaken Courses and Flagging (Undergraduates)

Retaken Courses (see 8.2): A course normally may be retaken only once, subject to college-specific rules, below.

Retaken Courses–Flagging (see 7.1.1.1): Generally, only the grade received in the second course counts in the calculation of the GPA, except as noted below.

| School/College | Retaken Course Rule | Flagging Rule |
|--|---|---|
| Architecture | Any course in which a student has received a grade of C, D, or F may be retaken. No Architecture course may be registered for more than three times. | The higher of the two grades is counted in the GPA. |
| Arts and Sciences | Students may retake a course for grade improvement. | The higher of the two grades will be counted in the GPA. For courses retaken more than once, the two earlier grades may be flagged by petition. Flagging, especially when excessive, may have academic consequences. Students are encouraged to speak to their home college. Flagging of repeated courses is initiated by the college at the conclusion of the semester in which the course was repeated. |
| Education | A requirement may be retaken more than once by advance petition only. Courses may be attempted only three times. | The higher of the two grades is counted in the GPA. For courses retaken more than once, the two earlier grades may be flagged by petition. |
| Engineering and Computer Science | Any course with a D or F may be retaken twice. | If a student takes a course a third time, only the third grade will be used to calculate the GPA. If a student takes a course a fourth time, the third and fourth grades will be used to calculate the GPA. Only forward flagging of grades will be allowed. |
| Human Services and Health Professions | <i>Nutrition (DPD)</i> The following required sciences: BIO 121, BIO 216, BIO 217, CHE 106, CHE 116, or MAT 121, MAT 221 must be retaken for credit if a D or F is earned. Any required NHM class must be retaken for credit if a C- or less is earned. <i>School of Social Work</i> Any course with a D or F may be retaken once. A requirement may be retaken more than once by advance petition only. | Grades in courses can only be flagged once. |
| Information Studies | Any course with a D or F may be retaken once. Retaking a course more than once or retaking of course in which a C- or higher grade was earned requires advance approval by petition. | |
| Management | Courses may be retaken only once to raise a grade, unless the course was failed. Normally students may not retake a course if they have completed higher-level coursework with the same department prefix. Check with an advisor in the Undergraduate Office before retaking a course. | Grades in Management courses can only be flagged once. |
| Public Communications | Public Communications courses in which a passing grade was earned may not be retaken. | A grade of F will be flagged only once for a retaken course. If a student retakes a Public Communications course in which a passing grade was previously earned, the second grade will be flagged. |
| University College, Bachelor of Professional Studies | ACT courses with a C, D, or F may be retaken once. Required LGL courses with grades of D or F must be retaken for credit. Individual LGL courses may be retaken only once. | A grade of C, D, or F in ACT courses will be flagged only once. LGL courses with a grade of D or F will be flagged only once. |
| Visual and Performing Arts | Any academic elective course in which a student has received a grade of D or F may be retaken. A studio course may be retaken only when a grade of F has been received. | The higher of two grades is computed in the GPA. |

class and are available by calling the University College Registration Office.

8.1.2.1 Administrative Drops Instructors have the option to drop students who do not attend the first week of class (up to and including the add deadline). If an emergency prevents a student from attending the first week, he/she must contact the instructor before the add deadline to affirm his/her intention to continue in the course. Administrative drops must be completed by the financial drop deadline three weeks from the first day of class.

8.1.3 Withdrawing From Courses Following the academic drop deadline, students may withdraw from a course and have the symbol WD (withdrew) recorded on the transcript. The WD does not count in the calculation of the GPA. The option of withdrawing from a regular (i.e., full-semester) course and having a WD recorded on the transcript extends up to approximately two weeks before the last day of

classes. The last day to withdraw from a course and receive a WD is published each semester in the *Time Schedule of Classes* and in the *Studies at Syracuse University/University College Summer or Part-Time Course Schedule*. A petition form, available from college offices, is used to withdraw from courses. Completed and signed petitions must be submitted to the Registrar's Office, 106 Steele Hall, by 5 p.m. on the deadline day and in summer to University College.

Following the last day to receive a WD, students are evaluated on the basis of the work completed in the course. A student's failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted. Unsubmitted work counts as zero in calculating a student's grade in a course.

8.2 RETAKING COURSES

Some University courses are designated as repeatable, i.e., they can be taken and counted more than once toward fulfillment of degree requirements. Other courses may be retaken, subject to college rules and restrictions (below) and course availability. Retaken courses that are not flagged (see 7.1.1.1) continue to calculate toward credit and grade point totals on the transcript. However, a course which is retaken counts only once toward fulfillment of degree requirements.

To be considered a retaken course, each course registration must be for the same Syracuse University course, i.e., same department prefix and course number as the original course or, in the case of prefix or number changes within a department, the equivalent course as defined by the academic department.

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In the case of selected topics or other variable content courses, the course topic must be exactly the same. Only retaken courses that fit this definition are eligible for flagging (see 7.1.1.1).

Retaken courses may not count toward eligibility and satisfactory progress requirements for certain types of financial aid awards, including New York State TAP. Courses designated as repeatable do count toward eligibility, unless the allowable maximum number of credits or repetitions is exceeded. Students receiving financial aid are advised to check with the Office of Financial Aid and Scholarship Programs before registering for any course a second time.

Part-time University College students are advised to check with the UC Financial Aid Office before registering for any course a second time.

Under no circumstances, including faculty permission, may a student retake a course merely by sitting in on a class in a subsequent semester, expecting to have the new grade recorded for the original registration. Students must register for any retaken course.

8.3 SELECTING GRADE OPTIONS

Students may, in some cases, elect a grading option other than the option associated with the course.

8.3.1 Audit To audit a course, students must obtain the permission of the instructor on a Grading Option Application, and submit the form to the Registrar's Office, 106 Steele Hall. Part-time University College students must obtain the permission of the instructor on a Grading Option Application and submit the completed form to University College Bursar and Registration, 700 University Avenue. Students must decide within the first two weeks of classes to take a course as an audit. They may not rescind the audit or change from audit to credit after the deadline published in the *Time Schedule of Classes*. (See item 6.3.1 for additional information about auditing courses.)

Courses that require a Proposal for Independent Study and studio art or applied music courses offered by the College of Visual and Performing Arts cannot be audited.

University College Bachelor of professional studies ACT or LGL courses cannot be audited.

8.3.2 Pass/Fail In some pass/fail graded courses, students may elect a letter grade. A list of such courses appears on the Grading Option Application form. In letter-graded courses, students may elect a pass/fail grading option, subject to restrictions of their college(s). (See items 6.4-6.4.2 for additional information for undergraduates and item 41.0 for graduate students.)

Students must obtain the permission of their home college to elect the pass/fail option in a letter-graded course or a letter-grade option in a pass/fail-graded course, on a Grading Option Application, and submit the form to the Registrar's Office, 106 Steele Hall. University College students must obtain the permission of the associate dean/director of Student Administrative Services and submit the completed Grading Option Application to University College Bursar and Registration Office, 700 University Avenue. Students must decide on these options within the first two weeks of classes. They may not rescind the pass/fail or letter-grade option after the deadline published in the *Time Schedule of Classes*. However, the course may be dropped in accordance with the drop procedure.

IV. Academic Standing

UNDERGRADUATES

Sections 9.0 - 11.0 apply to undergraduate students only.

9.0 Dean's List

Full-time students are eligible for the dean's list of their home college at the end of each semester. The minimum GPA necessary for the dean's list for each college is as follows:

| School or College | GPA |
|--|-----|
| Architecture | |
| (in 12-14 letter-graded credit hours taken on campus) | 3.5 |
| (in 15 or more letter-graded credit hours taken on campus) | 3.2 |
| Arts and Sciences. | 3.4 |
| Education | 3.4 |
| Engineering and Computer Science | 3.4 |
| Human Services and Health Professions | 3.4 |
| Information Studies | 3.4 |
| Management | 3.4 |
| Public Communications. | 3.4 |
| Visual and Performing Arts | 3.4 |

Arts and Sciences, Education, Engineering and Computer Science, Human Services and Health Professions, Information Studies, Management, Public Communications, and Visual and Performing Arts A minimum of 12 credit hours of letter grades with no missing or Incomplete grades is required to be on the dean's list.

University College UC students are eligible for the dean's list at the end of each semester (excluding summer) if they earn a 3.4 GPA in the last 12 credit hours taken and have been enrolled in consecutive semesters.

10.0 Academic Probation

A student whose semester or cumulative GPA falls below 2.0, or who fails to meet additional criteria for good academic standing established by the school or college, may be placed on probation. Each school or college reviews its students' records and determines the appropriate probation actions to be applied from the categories listed below. More detailed information about probation policies is available from college offices.

Students placed on probation will be advised of this action by their school or college. The probation letter will specify the criteria used in determining the probation action (e.g., cumulative GPA, number of Incompletes, etc.) and will specify the conditions under which good academic standing can be regained.

Probation action categories include those listed below. The categories are not necessarily applied sequentially. Any one of the categories may be applied at any time, depending on college policy and individual student records. An action may be applied more than once to the same student. When students have removed the deficiencies that led to their probation, they will be cleared from probation status.

10.1 COLLEGE PROBATION

This action applies to a student who has a cumulative average above 2.0, but who fails to meet other college criteria for good standing. These criteria include the following:

Architecture Term GPA less than 2.0, a term of architecture courses below 2.0, more than 12 credit hours of Incomplete or NA grades, fewer than 24 credit hours completed in a 12-month period, or insufficient progress toward degree.

Arts and Sciences Fifteen or more credit hours of Incomplete grades or ungraded coursework, or insufficient progress in credit hours earned toward degree requirements (e.g., fewer than 12 credits each semester for 2 consecutive semesters or fewer than 12 credits each semester after 3 cumulative semesters). Any one of the above conditions makes the student ineligible to register for new coursework. A first-semester freshman earning less than a 2.0 GPA or falling below 12 credits may be placed on academic probation.

Education Excessive number of Incompletes and/or limited progress toward degree. Inclusive and Special Education and teaching preparation programs: cumulative, content, or education course GPA of less than 2.8; content or education less than 3.0 for Music Education. Physical Education: cumulative GPA below 2.8 or below 3.0 in required professional education courses. Exercise Science: cumulative or major course GPA below 2.8. Guidelines are published in the School of Education Undergraduate Handbook.

Engineering and Computer Science Term GPA less than 2.0. Less than 2.0 in all mathematics, science, and ECS courses taken at Syracuse University. Completion of fewer than 24 credit hours within any 12-month period. Failure to maintain satisfactory progress toward degree.

In addition to the above conditions, Computer Science and Systems and Information Science students only: GPA of less than 3.0 in core courses.

Human Services and Health Professions Students with one or more of the following conditions will be placed on college probation: semester GPA below 2.00; excessive number of Incomplete, NA, or missing grades; and/or lack of progress toward degree.

Information Studies Excessive missing grades, incompletes, failure to make normal progress, or failure to complete prerequisites for the following semester's registration.

Management Semester GPA less than 2.0, two consecutive semesters in which fewer than 12 credit hours are earned, or failure to meet adequate progress standards.

Public Communications GPA of less than 2.0 in Public Communications courses, or excessive missing grades or incompletes, or semester GPA below 2.0 for two consecutive semesters, or failure to make normal progress toward a degree.

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University College Legal Studies, Applied Computer Technology, B.P.S., and Credit Certificate Program students Semester or cumulative GPA less than 2.0; less than 2.0 in Legal Studies courses; excessive number of incompletes, NA, or missing grades.

Visual and Performing Arts Semester GPA below 2.0 with Cumulative GPA above 2.0; or excessive NAs, Is, or other failure to make normal progress toward a degree.

10.2 UNIVERSITY PROBATION

Any student who has a cumulative GPA of less than 2.0 and for whom a more serious action is not appropriate may be placed on University probation.

10.3 PROBATION, ONE-SEMESTER TRIAL

This action applies to a student who has serious deficiencies in progress toward degree requirements, as defined by the student's college. In most cases, such students will have a cumulative GPA of less than 2.0. Students put on this type of probation usually must fulfill certain requirements by the end of the semester or face possible suspension. Each college's standards are available at the college dean's office.

10.4 INELIGIBLE TO CONTINUE

This action may be applied in situations requiring cancellation of early registration and/or prevention from participation in registration for new coursework until certain criteria are met (e.g., removal of Incompletes, repeating of required courses). It may also apply in situations where full-time status is no longer allowed, but part-time status is permitted. A student who is ineligible to continue may have a GPA either above or below 2.0.

11.0 Academic Suspension

Students face academic suspension for failing to meet the conditions established by any previous probation action or for seriously departing from standards required for good standing. Academically suspended students are officially withdrawn from the University. A student who is academically suspended will have her or his next semester registration cancelled or prevented, and future semester registrations not allowed, unless (1) that student is accepted through readmission and transfer to another SU school or college (if such a transfer is approved, a new registration or registration adjustment will be required); or (2) if, after one year away from the University, the student is readmitted to the school or college making the suspension. (See section 12.2 for restrictions on readmission.) College academic suspension may take place in situations in which the GPA is either above or below 2.0.

11.1 Students will be advised of this action by the school or college. The suspension letter will specify the criteria used in determining the action (e.g., cumulative GPA, number of Incompletes) and will advise of appeal procedures.

Table F Effects on Transcripts and Tuition of Drops, Withdrawals, Leaves of Absence, and Withdrawal from the University

| Action | Date | Effect on Transcript | Effect on Tuition and Fees |
|---|---|--|--|
| Drop a course, take a leave of absence, or withdrawn from the University | On or before the financial drop deadline (three weeks from the first day of classes in fall and spring) | Course(s) dropped | All charges, except the nonrefundable portion will be refunded. ¹ |
| Drop a course, take a leave of absence, or withdrawn from the University | After the financial drop deadline and on or before the academic drop deadline ³ | Course(s) dropped | For individual dropped courses, all charges remain. For leaves and withdrawals, see footnote. ¹ |
| Withdraw from a course, take a leave of absence, or withdrawn from the University | After the academic drop deadline and on or before the course withdrawal deadline | Course(s) remain(s) on transcript with withdrawal (WD) grading symbol ² | For individual courses, all charges remain. For leaves and withdrawals from the University, see footnote. ¹ |
| Take a leave of absence or withdrawn from the University | After the course withdrawal deadline | All courses graded "F" ² | See footnote. ¹ |

¹ Federal regulations governing refunds require careful review. Please see the 2005-2006 Tuition, Fees, and Related Policies bulletin for accurate details.

² Courses completed before the effective date of the leave of absence or withdrawal may be graded.

³ University College students should consult the Part-Time Studies Course Schedule for interim dates and deadlines.

12.0 Academic Actions

12.1 LEAVE OF ABSENCE AND WITHDRAWAL

Students who intend to leave the University before completing degree requirements should file an Official Leave of Absence form, whether they intend to return to the University or not. That process is initiated in the home college dean's office for undergraduates and in their academic department for graduate students.

Students who are suspended from the University for academic or disciplinary reasons will be officially withdrawn from the University. The suspending college or the Office of Student Affairs initiates the official withdrawal in this instance. Students may also be withdrawn by the University for medical reasons. Officially withdrawn students lose their matriculation status. That status may be reinstated if the student subsequently meets all requirements for readmission to the University.

Students who take a leave of absence or are withdrawn from the University have that action and its effective date recorded on the transcript. The transcript notation for Leaves of Absence is "Leave of Absence - Student Initiated," and for Withdrawals, "Withdrawal - University Initiated." For financial and academic purposes, the effective date is the date the form is approved by the home college (undergraduates) or the graduate department (graduate students), or the day after the end of the current semester, whichever is later.

The notation "Discontinuation—non attender" will appear on the records of undergraduate students who do not register and do not notify the University that they have left. Students who leave without notifying the University after the semester begins will continue to incur tuition, room, board, and other charges. Course registration will remain on the transcript record, and any grades submitted by faculty will also appear on the transcript.

Students intending to leave the University must inform

- (1) the Office of Financial Aid and Scholarship Programs, 200 Archbold North;
- (2) the Office of Housing, Meal Plan, and I.D. Card Services, if they reside in University housing or have a University meal plan; and
- (3) the Slutzker Center for International Services, if they are international students.
- (4) Student Administrative Services, 700 University Avenue; 315-443-3261, if they are part-time University College students; and
- (5) the English Language Institute, if it issued an I-20 to the student.

Related Procedures University I.D. cards are activated upon registration, therefore students are encouraged to retain their I.D. cards if they plan to return to the University.

12.1.1 Withdrawals or Leaves Taken for Medical Reasons Students taking a leave of absence from the University for reasons of health must submit a medical statement that supports the need to leave to the director of University Health Services.

A student who fails to attend and actively participate in assessment, educational programs, and/or other intervention required by University Health Services, or who engages in behaviors that pose a significant health or safety risk to the student or others may be withdrawn from the University for medical reasons.

12.1.2 Financial Implications of Leaves and Withdrawals See Table F and *Tuition, Fees, and Related Policies* for the complete statement of the University's policy and requirements for refunds for withdrawals and leaves of absence. Students must initiate the request for refund in all cases, including those actions taken for medical reasons.

Academic Rules and Regulations

12.1.3 Academic Implications of Leaves and Withdrawals If a student is withdrawn or takes a leave of absence before the academic drop deadline, all courses are dropped from the transcript. After the academic drop deadline through the withdrawal deadline, courses for which the student was registered remain on the transcript and grades of WD are recorded. After the withdrawal deadline, an F grade is recorded for all courses unless an approved petition has been filed with the office of the dean of the student's home college. (See Table F.)

Students who take a leave of absence or who are withdrawn cannot receive Incomplete grades in courses for which they were registered. Only grades of WD or F can be recorded on the transcript.

Students who register for a future semester and are later withdrawn or take a leave of absence for that semester will have that registration cancelled.

12.1.4 Military Leaves of Absence Undergraduate students being activated by the military should go to the home college dean's office to initiate the leave of absence procedure. Graduate students should do this through their academic departments. The dean's office or academic department will advise students about their option to drop courses, take class standing grades, or to take Incompletes, as well as the academic implications of these options.

12.2 READMISSION/TERMINATION OF LEAVE OF ABSENCE

Students on a leave of absence who wish to return to the University must apply for readmission. Readmission is dependent upon space availability in the college and program to which the student seeks readmission. To obtain an application for undergraduate readmission, contact the Office of the Senior Vice President for Student Affairs, 306 Steele Hall, Syracuse NY 13244-1120; 315-443-4357. University College students may obtain an application for undergraduate readmission by contacting Student Administrative Services, 700 University Avenue, Syracuse NY 13244-2530; 315-443-3261.

Readmission for students withdrawn for academic or disciplinary reasons is subject not only to space availability, but also to satisfaction of additional requirements specified in the terms of the withdrawal and the restrictions of particular colleges and programs.

If the leave from the University was for reasons of health, the attending physician must submit a medical evaluation of the student's present state of health to the director of University Health Services, 111 Waverly Avenue. Health clearance must be granted by University Health Services before an application for readmission can be considered. If the withdrawal from the University was for medical reasons, the student must demonstrate completion of all requirements established by the director of University Health Services or the director's designee.

A student who is applying for readmission to a degree program in which requirements have changed since the time of withdrawal or leave of absence may be required to satisfy the requirements of the program of study as currently defined. The responsible academic unit will review the student's transcript for final determination of the requirements to be fulfilled.

Undergraduate students accepted for readmission after an absence of seven years who meet eligibility criteria may apply for Academic Renewal. (See item 3.0.)

No student may be readmitted until all prior Syracuse University financial obligations and disciplinary actions have been satisfied.

Readmitted students are eligible to register for the upcoming semester during the regular registration period in the prior semester or on the registration day for new students at the beginning of the semester.

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12.2.1 Any student previously matriculated in an undergraduate degree program in any college of the University is eligible to apply for readmission. (Note: Students from Utica College and SUNY College of Environmental Science and Forestry must file an application for admission with the SU Office of Admissions.) A student withdrawn for academic reasons is eligible to apply for readmission after at least one calendar year has elapsed from the date of the withdrawal, except in those colleges noted below. A student suspended for any reason is eligible to apply for readmission according to the terms of the suspension. Students may be placed on academic probation for the first semester after reentering the University.

Students who left the University but who did not request an official Leave of Absence and who wish to return must follow the formal readmission procedure.

Readmitted students regain their matriculation status, except those readmitted to University College as "special students" (see section 12.2.2 below).

Arts and Sciences, Education, Public Communications, and Visual and Performing Arts Students suspended for academic reasons are eligible to apply for readmission after one academic (not calendar) year has elapsed from the date of the withdrawal.

12.2.2 Special Student Status Students who are academically dismissed from a Main Campus college may apply for readmission and transfer to University College as special students. Acceptance of such applications is at the discretion of University College and the college from which the student was dismissed.

Special students are limited to a maximum registration of six credit hours in their first semester at University College. After earning a minimum of 12 to 15 credits with a minimum cumulative GPA of 2.0, they may apply for readmission and transfer to a Main Campus college.

Arts and Sciences Students who wish to opt for the special student status must obtain permission from the College of Arts and Sciences before applying through University College. An interview and contract are required. Students must complete 15 credits as a special student (dematriculated) and obtain a *cumulative* GPA of 2.0 in order to apply for readmission to a Main Campus college.

V. Degrees and Degree Programs

Refer to section XVI Degree Programs for information about graduate degrees and programs. Sections 13.0-13.3 apply to undergraduate students only.

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13.0 The list of approved programs of study, the types of degrees conferred, and the minimum number of credit hours required for each degree can be found in the "Programs Offered and Degrees Conferred" section of this catalog. Generally, students must complete a prescribed course of study and minimum number of credit hours to complete a degree program. In addition to completing degree requirements within a college, students must complete all requirements of at least one major program of study within that college in order to be eligible for a degree. Minors may also be part of a degree.

There are four types of degree programs available to undergraduate students at Syracuse University: single degree programs, single degree programs with double majors, dual degree programs, and combined degree programs.

Students normally pursue one major, within one college, with possibly a minor in either the same college or a different college. Students may have interests or goals that make it desirable to pursue either a double major or a dual or combined degree program. Before considering these possibilities, students should consult with both their academic advisor and their college dean's office. The guidelines and definition of all possible program combinations are summarized below and in Table G.

Students with Disabilities Requests for variations in degree requirements necessitated by a student's disability should be submitted to the dean's office of the student's home college, which reviews all such requests. Requests should be accompanied by a review of appropriate documentation from the University's Office of Disability Services. (See also 8.0.2.)

13.1 DEGREE PROGRAM OPTIONS

13.1.1 Single Degree Program Single degree programs require the completion of all degree requirements within one college, including the requirements of one major program of study in that college. Students who complete the requirements of one major and, optionally, a minor, receive a single degree. One degree is conferred and one diploma awarded.

13.1.1.1 Single Degree Program with Double Major Two major programs of study may be pursued simultaneously in the same college or in two separate colleges of the University. Students must fulfill all the requirements for both major programs as well as all other degree requirements of their home college. One degree, certified by the home college, is conferred. One diploma, signed by the dean of the home college, is awarded. The two majors appear on the transcript.

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Table G Degree and Program Combinations

| Degree/Program | Definition | Requirements |
|-------------------------|--|--|
| Combined | Two distinct degree programs pursued simultaneously. Programs may be in the same college or two different colleges; must lead to two different career objectives; and must have two distinct degree titles. Two degrees conferred. Two diplomas* awarded | Completion of 30 credits beyond usual requirements (typically 120 credits) for one degree. Fulfillment of degree requirements in both colleges, for programs involving two colleges. |
| Dual | Program pursued in two different colleges of the University. One degree conferred (the degree associated with the home college major), one diploma* awarded, signed by the dean of each college. Both majors are listed on the transcript. (See Table H for list of dual degree programs.) | Fulfillment of degree requirements in both colleges. Fulfillment of degree requirements for a major in each college or a dually approved major. |
| Double Program of Study | Two programs of study (majors) pursued simultaneously in the same college or in two different colleges. One degree (from the home college) and diploma* conferred. Degree certified and diploma signed only by the dean of the home college. Both majors are listed on the transcript. | Fulfillment of all requirements for both major programs as well as requirements in the primary college. |
| Minor | A minimum of 18 credits, 12 of which are advanced (junior and senior work), in courses specified by an academic department or program. Minors appear on the transcript only after completion of requirements has been certified and the degree has been awarded. | Election of minor is voluntary unless specified as a requirement for graduation by the department or college. |

* Majors and minors are not listed on the Syracuse University diploma.

13.1.2 Dual Degree Program

Degree programs may be pursued simultaneously in two separate colleges of the University. Colleges in which faculties have approved dual undergraduate programs are listed in Table H. Students who wish to pursue other dual programs that have not been formally established must obtain the prior written permission of both deans. In cases where the academic rules and regulations of two colleges conflict, the policies of the home college take precedence.

Architecture Dual programs are not available.

Management The only majors available to students pursuing the dual program with the College of Visual and Performing Arts are retailing and marketing.

University College Dual degree programs are not available with bachelor of professional studies degrees.

13.1.2.1 Students in dual degree programs must fulfill the requirements for a major as specified by both colleges (or one dually approved major) and must fulfill all other requirements in the home college. Upon certification by both colleges, one degree is conferred, i.e., the degree associated with the major in the home college.

Completion of some dual degree programs, or dual programs with multiple majors (more than two), may require more than the minimum credits required for graduation. Students interested in pursuing such programs are advised to discuss this with their home college advisors early in their academic careers.

Arts and Sciences Students enrolled in any Arts and Sciences dual degree program may count only credit earned in Arts and Sciences and the other college of enrollment toward the total credit hours required for the degree. Coursework taken in any other colleges will appear on the

Table H Dual Degree Programs

| Home College | Dual College | Type of Degree* |
|----------------------------|-----------------------|------------------|
| Arts and Sciences | Education | B.A. or B.S.** |
| Arts and Sciences | Public Communications | B.A. or B.S.** |
| Information Studies | Management | B.S. |
| Management | Public Communications | B.S. |
| Public Communications | Information Studies | B.S. |
| Visual and Performing Arts | Education | B.F.A. or B.Mus. |
| Visual and Performing Arts | Management | B.S. |

* The degree conferred is determined by the major within the home college, regardless of the degree label associated with the major in the dual college.

** Students pursuing a B.S. degree in Arts and Sciences must petition the department offering the major to be formally accepted as candidates.

transcript and will contribute to the cumulative GPA, but it will not count toward the credit hours required for the degree. Students enrolled in any dual degree program must earn a minimum of 90 credits in the College of Arts and Sciences.

Engineering and Computer Science Completion of a second major within Engineering and Computer Science requires completion of all program of study requirements for each major, in addition to the requirements of the dual college.

13.1.3 Combined Degree Program Combined degree programs involve concurrent pursuit of two degree programs resulting in two distinct degrees and two diplomas. The combined programs may be two undergraduate degree programs or an undergraduate and a graduate degree program. Programs available as dual degree programs (see Table H) are not available as combined degree programs. Two degrees and two diplomas are conferred in combined degree programs.

13.1.3.1 Combined Undergraduate Degree Programs Concurrent admission to a second undergraduate degree program is constrained by the New York State Education Department's restrictions regarding second undergraduate degrees and review by the University Registrar (see item 13.2). Students admitted to a second undergraduate degree program must fully meet the requirements for both degrees and complete at least 30 credit hours beyond the normal requirements for one of the degrees (this may be either the degree with the higher or lower credit hour requirements, based on the colleges' determination). The awarding of the second degree may be either concurrent with or subsequent to the awarding of the first.

There is one formally established combined program:

Arts and Sciences and Engineering and Computer Science B.A. (or B.S., by petition) in Arts and Sciences and B.S. in Engineering and Computer Science. Students who wish to pursue other combinations of undergraduate degree programs must obtain the prior written permission of both deans.

Academic Rules and Regulations

Table I Intra-University Transfer Standards

| New College | Conditions |
|---------------------------------------|---|
| Architecture | 3.0 GPA. PreCalculus is required. No midyear transfers. Interview and portfolio review required. Application deadline: Friday preceding spring break. |
| Arts and Sciences | The college will review applications for intra-University transfer on a continuing basis throughout the academic year. The application deadline for acceptance for the fall semester is July 1 and December 1 for the spring semester. Applicants who are making satisfactory progress and have a cumulative grade point average of 2.5 or above will be admitted to the college. Students with a current cumulative GPA below 2.5 or who are making satisfactory progress toward their degrees should submit a letter with the application, explaining the reason(s) for prior academic problems and why they believe they will be academically successful in the College of Arts and Sciences. Students with junior standing must include a plan of study form signed by their intended major department. Incomplete applications will not be considered. The director of the Student Records Office will review applications. Students will normally be notified of the results within two weeks. |
| Education | Minimum cumulative GPA of 2.8 for Inclusive and Special Education, Exercise Science, and Physical Education; 2.8 for Secondary Education; 2.8 for Art Education; and 3.0 for Music Education. An interview with the assistant director of academic advising is required and all applications are held until the end of the semester. |
| Engineering and Computer Science | 2.5 GPA. Applicants are required to complete at least one of MAT 295, 296, or 397 (with a grade of B- or better) and science (by completing at least one set of PHY 211/221 or CHE 106/107 with a grade of B- or better). Students who wish to major in computer science must also complete CIS 252 with a grade of at least a B. |
| Human Services and Health Professions | GPA variable depending on the major. Departments may have additional criteria. Applicants are required to discuss tentative transfer plans with the academic chair or director of the proposed program of study. Students who meet department criteria will be admitted on a space available basis. Transfer requests may be held until the end of the semester. |
| Information Studies | Syracuse University students interested in transferring into IST must have a cumulative grade point average of 3.0 and earn at least 15 credits in courses graded A-F at Syracuse before transferring. Transfers will normally take place at the beginning of the sophomore year. (Depending upon available spaces, students with GPAs below 3.0 may be considered. However, there may be times when GPA requirements will be higher than 3.0 due to space considerations.) They must also meet other criteria as determined by the faculty of IST. |
| Management | 3.0 GPA and completion of a minimum of 24 credits from Syracuse University, including two of the following: MAT 183, MAT 221, MAT 284, ECN 101, ECN 102, ECN 203, or their equivalents. Students are admitted as spaces become available, beginning with the highest GPAs first. Eligible students are urged to meet with a counselor in the Management Undergraduate Office for advising. |
| Public Communications | Applicants must complete a minimum of 30 graded (not P/F) credits at SU before they are eligible for internal transfer. Admission is based upon a student's cumulative Syracuse GPA. Applicants who meet the minimum credit qualifications are rank-ordered by GPA and admitted in that order, highest to lowest, until all seats are filled. The cumulative GPA includes all courses taken at SU. The GPA required for admission varies each semester depending upon the number of spaces available and the number and strength of the applicants. Students matriculating in fall 2006 will be grandfathered under old GPA requirements; that is, students with a cumulative GPA of 3.5 or higher who also meet the other criteria are guaranteed admission. Because Newhouse majors require a minimum of four semesters to complete, juniors and seniors are ineligible to transfer. (A junior is defined as a student who has earned 54 credits.) Application deadlines are December 15 for spring admission and May 1 for fall admission. |
| University College | GPA variable, depending on major. Probation students accepted pending the approval and recommendation of the student's home college. 2.5 GPA required for Bachelor of Professional Studies. |
| Visual and Performing Arts | 3.0 GPA. Portfolio or audition required for B.F.A. in Art and Design, Drama, or Music. 3.0 with no portfolio for Environmental Design/Interiors. Applications held to end of semester. For Communication and Rhetorical Studies, minimum required GPA is 3.0, as space becomes available. |

13.1.3.2 Combined Undergraduate and Graduate Degree Program As with the combined undergraduate degrees, students must fully meet the requirements for both degrees. The undergraduate degree is awarded before completion of the graduate degree.

13.1.3.2.1 Combined Undergraduate and Non-Law Graduate Degree Program Students are accepted for graduate study after completion of the third year of study but are not fully matriculated as graduate students until bachelor's degree requirements have been met.

Courses taken in the fourth year of study count toward fulfillment of both undergraduate and graduate degree requirements. They are billed at the undergraduate tuition rate and appear only on the undergraduate record, and grades calculate only toward the undergraduate GPA. A block of transfer credits labeled as "transferred from SU undergraduate record" appears on the graduate record, if needed, and applies credit hours toward the graduate degree.

Formally established combined programs include:

Engineering and Computer Science B.S. and M.S. in Computer Science.

13.1.3.2.2 Combined Undergraduate and Law Graduate Degree Program In this program, students matriculate in the graduate program after completion of the third year of undergraduate study. Courses taken in the first year of graduate study count toward fulfillment of both undergraduate and graduate degree requirements. They are billed at the College of Law tuition rate and appear only on the graduate record, and grades calculate only toward the graduate GPA. A block of transfer credits labeled as "transferred from SU graduate record" appears on the undergraduate record and applies credit hours toward the undergraduate degree.

13.1.4 Other Simultaneous Pursuit of Undergraduate and Graduate Degrees In exceptional circumstances requiring approval of the graduate department and the Graduate School, undergraduate students may be formally accepted into a graduate degree program prior to completion of undergraduate degree requirements. The status of the student, i.e., whether she/he is considered an undergraduate- or graduate-level student, will be determined upon acceptance to the graduate program. For students who are considered to be undergraduates until completion of undergraduate requirements, courses which apply to the graduate degree will be flagged on the undergraduate record to remove them from calculation there, and transferred as a block of credit to the graduate record. For students who are considered to be graduate students, courses taken to fulfill undergraduate degree requirements will be flagged on the graduate record to remove them from calculation there, and transferred as a block of credit to the undergraduate record. In both cases, only the credit (i.e., not grades) for the flagged courses will be calculated on the record.

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13.2 SECOND UNDERGRADUATE DEGREES

Students currently pursuing an undergraduate degree at Syracuse University or those who have previously earned a bachelor's degree at Syracuse University or another institution may or may not be admitted to a second undergraduate degree program, depending on the disciplinary and professional "proximity" of the completed and proposed programs. The New York State Education Department has ruled that "the conferral of two bachelor's or associate degrees should be reserved as a means of recognizing that a candidate has competencies in two essentially different areas: when a second degree as opposed to one degree with a double major is academically justifiable and when the second degree requires one-fourth additional work (i.e., 30 credit hours for a 120-credit hour degree)."

The University registrar, in consultation with the Office of Undergraduate Studies and appropriate academic advisors, will decide whether admission to second undergraduate degree programs is in accord with the state education department's criteria. Students pursuing, or who have earned, a bachelor of arts degree will not be admitted to a second bachelor of arts degree program, due to the significant overlap of degree requirements. Approval for admission to a second bachelor of science degree program requires a significant difference in overall degree requirements between the two degree programs.

Students who meet these criteria must also meet all admissions requirements of the program to which they apply. A minimum of 30 credits for a second undergraduate degree must be Syracuse University credit, and cannot include Advanced Credit (AC) Examinations. SUNY ESF courses are not considered Syracuse University credit.

Transfer and other credit may be accepted only if the second degree requires more than 30 credits, and such credit is applicable toward the second degree program.

13.2.1 Students whose first degree was earned at Syracuse University must file an Application for Readmission and Transfer, available from the Office of the Senior Vice President for Student Affairs, 306 Steele Hall, Syracuse NY 13244-1120 or University College, 700 University Avenue, Syracuse NY 13244-2530 (see section 12.2 for information about the readmission process). Students with first degrees from other institutions follow the normal admission application procedure.

13.2.2 At the time of matriculation in the second undergraduate degree, any courses previously taken as a nonmatriculated student at Syracuse University will be entered on the undergraduate record, if they do not already appear there. This coursework will calculate toward credit hour and grade point totals on the undergraduate record.

The official Syracuse University transcript record for students with a prior SU undergraduate degree is cumulative, i.e., courses and grades for all undergraduate work, regardless of the degree program to which they apply, appear on one transcript with cumulative totals. The home college for the second undergraduate degree manually maintains and monitors the record of work related to the second degree. Calculations for satisfactory academic performance, honors, etc., are derived from the college or departmental records and may not be reflected on the official transcript.

13.3 CHANGES TO DEGREE PROGRAMS (INTRA-UNIVERSITY TRANSFERS)

Students transferring to other schools or colleges within the University (intra-University transfer) must meet the admissions requirements of the new school or college that were in effect at the time of the student's matriculation into the University. Requests by matriculated undergraduate students to transfer to a different home college or to enroll in a second or dual college are initiated in the new primary college office. Such requests should be made well in advance of the succeeding semester so that the application can be acted upon before the new semester begins. Schools and colleges within the University have different deadline dates for intra-University transfers. In addition, students who participate in registration the semester before classes begin must meet the transfer deadline of the new college if they plan to meet course restrictions. (Some colleges, however, may not permit such transfers before the end of a semester, after early registration.) Students should check with the office of the dean for these deadline dates. Requests for transfers submitted after the announced deadline will not be effective until the following semester. Refer to Table I for college-specific information.

Full-time students transferring to University College may register for up to 11 credit hours during the first semester after the transfer. Students registered in a Main Campus college during the spring semester may not transfer to University College for the purpose of summer study.

Determination of the acceptance of credits already completed is at the discretion of the new college of enrollment.

13.4 DEGREE PROGRAM COMPONENTS

13.4.1 Major Program of Study Each school or college determines the number of credit hours and the particular courses or special examinations required for its major programs of study. The purpose of the major program of study is to enable the student to acquire depth of knowledge and competence in a subject area of special interest to the student. A major program normally consists of a minimum number of credit hours of advanced (junior- and senior-level) courses in a formally approved program of study.

In some colleges, students may declare a major upon admission to the college. In other colleges, students may be matriculated without declaring a major. The colleges of Arts and Sciences, University College, and Visual and Performing Arts consider the declaration of major on an application for admission, including intra-University transfers, to be unofficial. These colleges have specific procedures for being formally admitted to a major.

All students must apply for and be accepted into a major program of study by the beginning of the junior year. Students who do not officially declare a major by the start of the registration period at the end of the first semester of the junior year will be prevented from registering. (See also 21.1.5 regarding NYS TAP requirements.) Students may not earn a degree until a major program of study has been declared.

To elect a major, students must obtain formal approval from the department(s) and/or academic college. If the declaration involves an intra-University transfer (see section 13.3), an application must also be completed. Detailed information about the procedure may be obtained from the home college dean's office.

Arts and Sciences Students declaring a major are considered to be pursuing the B.A. (Bachelor of Arts) degree. Students who wish to pursue the B.S. (Bachelor of Science) degree in Arts and Sciences must petition the department offering the major to be formally accepted as a candidate. Of the upper-division credits counted toward the completion of a major, at least 12 must be Syracuse University letter grade and course work.

13.4.1.1 Double Majors Double majors are available in some but not all colleges. In some colleges, completion of double majors, especially when the second major is outside the home college, may require more than the minimum credits required for graduation.

Architecture Students may not have a double major.

Arts and Sciences A maximum of 6 credits of coursework at the 300-level or above may overlap between the two majors. For each major program, all but 6 credits of upper-division coursework counted toward that major must be exclusive to that major. Arts and Sciences students who pursue a major in another school or college must earn a minimum of 96 credits in the College of Arts and Sciences.

Engineering and Computer Science Completion of a second Engineering and Computer Science major within the college requires completion of all program of study requirements for each major. Students pursuing any combination of double majors where one or both are Engineering and Computer Science majors must complete the Engineering and Computer Science programs of study in their entirety.

Management Management majors are not available to singly enrolled students in other colleges. General Management Studies cannot be one of the majors in a double major program for Management

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students. The only double major combination within Management which requires completion of additional credits above the normal degree requirements is one with Professional Accounting (CPA). Double majors outside Management usually require completion of additional credits.

Public Communications Public Communications majors are not available to singly enrolled students in other colleges. Public Communications students may only have one major in the School of Public Communications.

University College Bachelor of Professional Studies majors are not available to students in other colleges.

13.4.2 Minors Minors may be required as part of a degree program, or they may be selected voluntarily. They provide a systematic opportunity for blending another subject area, either related or unrelated to the major, into the student's degree program. (Minors that are too closely related to a student's major may not be approved by the home college.) Before choosing a minor, students should check with their college dean's office to see whether it is possible, or required, to include a minor in the degree program. In addition, before formally seeking admission to a minor, students must consult with their dean's office (1) to determine how the minor will fit with the degree program, (2) to understand the elective trade-offs that pursuing a minor entails, and (3) to ensure that pursuing a particular minor will not violate the overall proportion of liberal arts and sciences courses mandated for the particular degree by the New York State Education Department.

Minors are either analogous to and named for existing majors, or interdisciplinary groupings of courses not represented by a major. Not all majors are available as minors. Approved minors are listed on page 28 of the *Syracuse University Bulletin: Undergraduate Course Catalog*. Minors require a minimum of 18 credit hours, with a normal maximum of 21 credit hours (a few require 24), 12 of which must be in advanced 300- to 400-level coursework. Some minors may specify prerequisite courses beyond the required 18 to 21 credits. Required and/or optional courses are specified by a college, department, program, or administering committee, and detailed information about what constitutes a particular minor may be obtained from the appropriate academic unit.

Arts and Sciences At least 15 of the credit hours for a minor must be Syracuse University letter-graded coursework. A maximum of 6 credits of coursework at the 300-level or above may overlap between a major and a minor, or between two minors. For each major or minor program, all but 6 credits of upper-division coursework counted toward requirements must be exclusive to that program.

Management Normally, at least 15 of the credit hours for a minor must be Syracuse University letter-graded coursework. Exceptions are granted by petition only.

University College The Legal Studies minor is not available to students in the College of Arts and Sciences.

13.4.2.1 Approval and Certification of Minors Each college provides information about eligibility and requirements for the minors it or its departments administer. For formal admission to a minor, students must obtain approval on the Declaration of Minor form from their faculty advisor, the minor coordinator, and their home college. Because of limited space in high demand courses, admission to some minors may be restricted.

Completion of a minor is certified by the student's home college, by review of the requirements. Minors are recorded on the official transcript only after the college certifies both the degree and the minor.

New minors are proposed to the appropriate college curriculum committee and, if approved, are forwarded to the Senate Committee on Curricula for review, and subsequent publication and encoding in the Student Records System.

13.5 RESIDENCE REQUIREMENT

All Syracuse University students must complete a minimum number of credit hours at Syracuse University in order to be granted its degree. Advanced Credit (AC) Examinations may not be applied toward the residency requirement.

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Undergraduate students must take at least 30 credit hours of coursework at Syracuse University in order to be granted its degree. In most cases, students have to earn more than 30 credit hours at Syracuse to satisfy degree requirements. Each school or college may determine the number of credit hours requisite for the completion of a degree. SU courses taken while a student is matriculated at ESF do count toward the residency requirement. ESF courses taken while a student is matriculated either at ESF or Syracuse University do not count toward the SU residency requirement.

While it is not necessary that the last 30 credit hours for a degree be taken in residence, students should discuss completion of remaining requirements with the home college before leaving. A petition may be required. Work necessary to complete a major must be completed at Syracuse University unless a waiver is granted by the appropriate major department.

University College Students earning associate degrees, bachelor of liberal studies degrees, or bachelor of professional studies degrees must complete a minimum of 30 credit hours of Syracuse University coursework while enrolled as part-time students at University College. Credits earned at Syracuse University while enrolled as a full-time student do not count toward this requirement.

13.6 DEGREE CERTIFICATION

Students who complete all degree requirements in their program(s) of study in their home college (and dual college, where applicable) are granted a degree and issued a diploma by Syracuse University. The degrees conferred by the University and the minimum number of credit

hours required for each degree are listed in both the undergraduate and graduate catalogs. When a college offers more than one type of degree, students should check with the college to determine the different requirements for each degree.

Any course not accepted by a school or college as an integral part of a degree program is prohibited by New York State Department of Education regulations from being credited toward graduation requirements. The list of courses that fall into this category varies, depending upon specific degree requirements. Therefore, the student is advised to check with the respective dean's office before registration.

College officials certify the completion of degree requirements to the Registrar's Office. The Registrar's Office awards the degree for the official degree date following the completion of degree requirements. The degree award dates fall in the months of May, June or July, August, and December.

The University Senate recommends to the Board of Trustees of Syracuse University the conferring of appropriate degrees on the annual commencement date each year upon those candidates who have qualified for such degrees by the official degree dates in June/July, August, and December of the previous year and May of the current year. (Note: Participation in convocation and commencement ceremonies does not imply that degree requirements have been completed.)

Once a degree is conferred, the transcript may not be changed except for administrative error, subsequently discovered fraud or academic dishonesty, or assessments that more accurately represent academic work completed prior to degree certification. In extreme cases, such changes may include the rescinding of a degree. (See section 6.2.2 on Incompletes and 6.5 on Missing Grades.)

UNDERGRADUATES

A minimum cumulative GPA of 2.0 is necessary to graduate and receive a diploma from Syracuse University.

Main Campus Colleges All graduating seniors must schedule an appointment for a degree check with the appropriate official in their home college dean's office during the first semester of their senior year to ensure that all requirements will be fulfilled.

All **University College** students must schedule an appointment for a degree check with the appropriate official in the Office of Student Administrative Services at 700 University Avenue, University College Architecture, Engineering and Computer Science, and Public Communications students must schedule an appointment with their respective college.

13.6.1 Honors Exceptional academic achievement is recognized by the University through various honors.

UNDERGRADUATES

13.6.1.1 University Scholars A group of 8 to 12 academically outstanding graduating seniors are designated each year as Syracuse University Scholars. Students are selected by a University wide faculty committee from candidates nominated by the schools and colleges in the following process. Each school and college nominates academically outstanding students

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according to criteria developed within that college or school. Each school or college may nominate a minimum of two and as many as one student per every 100 students in its graduating class. Nominees submit a portfolio of appropriate supporting documents. Information on the selection process, including nominating forms, guidelines for student portfolios, and criteria for evaluation of co-curricular activities, is available in the college deans' offices.

Each school and college selects one nominee per 100 (or fraction thereof) graduating seniors and forwards these nominations, plus supporting documents, to the Senate Committee on Academic Affairs.

The Selection Committee, appointed by the Senate Committee on Academic Affairs, will select 8 to 12 Syracuse University Scholars from among the candidates. It will also select one of the University Scholars to give a commencement address.

13.6.1.2 Program Honors Honors in particular programs of study are given to those students who have successfully completed the Renée Crown University Honors Program. "Honors" in a program of study is noted on the student's diploma.

13.6.1.3 University Honors Students who achieve superior cumulative GPAs are eligible to receive their degrees with University honors.

| | |
|------------------------|---|
| Degree Honors | GPA Requirement |
| <i>Cum laude</i> | 3.2 for Architecture; 3.4 for all other colleges |
| <i>Magna cum laude</i> | 3.5 for Architecture; 3.6 for all other colleges |
| <i>Summa cum laude</i> | 3.8 |

These honors will be imprinted on transcripts and diplomas after degree certification. Students should check with the office of the dean of the home college to determine how the GPA will be determined. Generally, physical education skills courses and ROTC credit are not included in calculating University honors. A minimum of 60 credit hours taken at Syracuse University is required for University honors. Cumulative GPA requirements for these honors must be exactly at or above those noted above; no rounding off is permitted.

Arts and Sciences, Information Studies University honors are based on a minimum of 60 credit hours of letter-graded courses taken at Syracuse University.

University College Associate degree recipients are not eligible for University honors.

13.6.1.4 Departmental Distinction Distinction in particular programs of study is earned by students who have met the specific criteria for distinction in their major. Departmental or program distinction recognizes exceptional achievement that exceeds the normal expectations for graduates of that program and is noted on the transcript.

13.6.2 Diplomas Students should file a Diploma Request Card no later than the beginning of their last semester of study. Only students who file the Diploma

Request Card are reviewed for degree certification. Degrees are awarded after college officials certify to the Registrar's Office that all degree requirements have been met. This process generally takes three to four weeks after the completion of degree requirements.

Diplomas are ordered after degrees have been awarded, for students who submitted a Diploma Request Card. An additional six to eight weeks after degree certification should be allowed for receipt of the diploma. Syracuse University reserves the right to withhold diplomas of financially delinquent students or at the request of the Office of Judicial Affairs. There is a charge for replacement diplomas.

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Main Campus Students Diploma Request Cards are mailed to students at the beginning of the senior year.

Part-time University College Students Students should obtain Diploma Request Cards from Student Administrative Services at 700 University Avenue before the last semester of registration.

VI. Student Status

UNDERGRADUATES

14.0 Class Standing

Class standing is determined by the number of credit hours passed. Credit hours not completed or completed unsuccessfully do not count toward the number of credit hours required for class standing. The number of earned credit hours required for each class is as follows:

| | |
|------------------|--------------|
| Freshman: | 0-23 |
| Sophomore: | 24-53 |
| Junior: | 54-83 |
| Senior: | 84 and above |

15.0 Matriculated Students

A matriculated student is defined as one who has applied for, been formally admitted to, and has registered in a degree- or certificate-granting program registered by Syracuse University with the New York State Department of Education. Students must be matriculated to receive a degree, certificate, or diploma from the University. Students who are withdrawn from the University become nonmatriculated. Upon readmission they regain their matriculation status, except undergraduate students readmitted through University College with special student status (see section 16.0.1).

16.0 Nonmatriculated Students

Nonmatriculated students have not been formally admitted to the University. Students not formally admitted to the University who have not previously earned a bachelor's degree are considered to be nonmatriculated undergraduates. Students not formally admitted to the University who have previously earned a bachelor's degree, at Syracuse University or elsewhere, are considered to be nonmatriculated graduate students, whether registering for graduate or undergraduate courses.

Nonmatriculated students may register for Syracuse University courses through University College. Registration in courses, however, does not imply that a student is matriculated, since matriculation can only be achieved by being formally admitted to a degree program at the University. Students who are officially withdrawn are no longer considered to be matriculated. Students who take an official leave of absence maintain their matriculation status.

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16.0.1 Special Student Status Students who are academically dismissed from a college and accepted by University College as special students are considered to be nonmatriculated (see section 12.2.2.).

17.0 Enrollment Status

A student is considered enrolled at the University until one or more of the following occurs:

(1) the student graduates; (2) the student notifies the Office of the Senior Vice President for Student Affairs, the Graduate School, or (U.C. students only) the Office of Student Administrative Services at University College of the intention to take a leave of absence from the University; (3) the student is withdrawn from the University for academic, medical, or disciplinary reasons; (4) the student fails to register; or (5) the student's registration is cancelled by the University for financial or other reasons.

17.1 FULL-TIME AND PART-TIME STATUS

A determination of a student's full-time or part-time status is based on the number of credit hours for which the student is registered in a given semester. Different criteria may apply for graduate students.

Students who meet Syracuse University's requirements for full-time or part-time status may not meet requirements for such status as defined by other agencies or institutions. Conversely, students who do not meet the University's requirements for full- or part-time status may be considered full-time or part-time by other agencies. The University's certification of a student's status is based solely on the criteria stated below, and in items 27.0-28.0 for graduate students.

Statements concerning student status are prepared by the Registrar's Office, 106 Steele Hall. Statements can be provided for current and past semesters and summer sessions, but not for a future semester or session.

UNDERGRADUATES

Satisfaction of one of the following criteria confers full-time or part-time academic status on an undergraduate student during a given semester. These criteria are used for the purpose of enrollment certification. Separate criteria apply for the calculation of tuition and fees (see *Tuition, Fees, and Related Policies*). Separate criteria also apply for certain types of financial aid.

Credits associated with audited courses do not count toward the calculation of enrollment status.

Academic Rules and Regulations

17.1.1 FULL-TIME STUDENTS

Registration for 12 or more credit hours confers full-time academic status on an undergraduate student during a given semester. For purposes of enrollment certification, the two summer sessions combined are the equivalent of one semester.

Engineering and Computer Science Students registered in the Cooperative Education program for zero hours in semesters when they are on work assignments are considered to be full time.

17.1.2 PART-TIME STUDENTS

All other undergraduate students enrolled for fewer than 12 credit hours are considered part-time students.

The number of credit hours carried by a part-time student may affect eligibility for University housing and financial aid. For purposes of financial aid, students registered for 6-11 credit hours are considered half-time students; students registered for 0 to 5 credit hours are considered less than half time.

VII. Academic Programs

18.0 Syracuse University Internship Program (SUIP)

Students from most academic areas of the University may participate in Syracuse University Internship Program internships, subject to the requirements and provisions of the schools and colleges in which they are enrolled.

Students who wish to participate in local or national internships offered by the Syracuse University Internship Program must apply and be accepted before they will be permitted to register. Students may apply during the semester before they plan to intern, or during the first three weeks of the semester in which they wish to participate. An application, approved by a faculty sponsor with expertise in the internship concentration, must be submitted, and interviews with host organizations are required. Students accepted for internships must complete an SUIP Learning Proposal and submit it to the SUIP office on or before the SUIP semester registration deadline. At that time, a Continuous Registration Form will be processed for registration purposes.

SUIP internships may be taken for between one and six elective credits, with each credit requiring 45 hours at the internship site. The number of credits to be earned must be approved by the intern's school or college. Internships registered with the CIP (Community Internship Program) prefix are graded pass/fail; internships registered with departmental prefixes usually receive letter grades.

All students placed through SUIP are required to register for University credit during the semester or summer session in which they participate in SUIP internships. SUIP cannot grant retroactive credit. Undergraduate students paying regular full-time tuition may include SUIP internships in the registration for a normal schedule (i.e., 12 or more credit hours per semester up to and including 19 credit hours) without incurring additional tuition charges.

Application, interview, and registration procedures are managed by SUIP. However, representatives of host organizations screen all applicants and are responsible for the final selection of interns.

Failure to comply with program and/or host organization policies and procedures may result in the loss of the internship and will jeopardize future participation in SUIP.

UNDERGRADUATES

Arts and Sciences The college considers SUIP credit as non-Arts and Sciences elective credit.

Education, Human Services and Health Professions, Public Communications, Management, and Visual and Performing Arts Students should consult with their respective deans' offices before registration concerning special rules and regulations for internship programs.

19.0 Syracuse University Abroad (SU Abroad)

Syracuse University students may apply to Syracuse University Abroad (SU Abroad) to study overseas at one of the centers sponsored by the University and administered by SU Abroad (or, if qualified, to be placed in foreign institutions). Students should consult their advisors early to determine how a semester or year abroad would complement their academic programs in order to meet degree requirements.

All courses taken at SU Abroad centers are listed on students' transcripts. Credit hours and grades are computed in the GPA in the same manner as any other Syracuse University courses. Courses taken through SU Abroad at foreign institutions may be listed on students' transcripts with credit hours and grades computed in the GPA in the same manner as any other Syracuse University course, or as transfer credit, as determined by SU departmental review.

Matriculated students who plan to study abroad through a program not directly sponsored or administered by SU Abroad must contact an SU Abroad counselor at least three months before the start of the program if they intend to apply for federal financial aid, which requires a consortium agreement (see actions 7.2.2.2 and 21.5 on consortium agreements).

Syracuse University students accepted into a SU Abroad program must make arrangements with their home colleges before they go abroad to complete a MySlice (registration) form listing the courses they plan to take in the semester when they return to campus. Before they go abroad, students must contact the designated official in their home colleges to obtain any college-specific instructions for participating in the online early registration during their scheduled time while they are overseas.

Arts and Sciences, Education, and Human Services and Health Professions Students must have all course approval petitions signed before going abroad. Major and minor classes must be approved first by the student's minor/major advisor. The College of Arts and Sciences considers courses with the department prefix of IPA (International Program Abroad) as non-Arts and Sciences credit.

Visual and Performing Arts Newly matriculated transfer students cannot enroll in the SU Abroad program during their first semester in attendance at the University.

20.0 Renée Crown University Honors Program

UNDERGRADUATES

The Renée Crown University Honors Program is a selective, demanding, and rewarding program for outstanding students who seek intense intellectual challenge and are prepared to invest the extra effort it takes to meet that challenge. It is marked by four distinguishing characteristics:

- heightened expectations;
- participation in a vibrant and active community of learners;
- greater intensity of intellectual experience;
- special intellectual opportunities and responsibilities.

The program is open to qualified students from all undergraduate majors at Syracuse University. Its requirements, supplemental to those of their majors, stipulate that they demonstrate the attributes of depth, breadth, command of language, global awareness, civic engagement, and collaborative capacity.

Detailed program requirements can be found under "Other Programs and Colleges" in this bulletin.

VIII. Academic-Related Rules and Regulations

21.0 Academic Standing and Eligibility for Financial Aid

21.1 NEW YORK STATE AID

The New York State Education Department regulations regarding eligibility to receive TAP (Tuition Assistance Program) and all other New York State scholarships and awards require two elements: program pursuit and satisfactory academic progress. Program pursuit requires a student to enroll in a specific number of credit hours each semester and to earn a specific number of credit hours for that semester; satisfactory academic progress requires a student to accumulate a certain number of credit hours while progressing through a degree program and to maintain a progressive GPA during this time.

The two elements of program pursuit and satisfactory academic progress must be met for each semester of study in which state aid is received. All following references to eligibility requirements for TAP aid also apply to all other New York State scholarships and awards.

21.1.1 Program Pursuit for TAP Aid Any student receiving New York TAP funds must maintain registration as a full-time student (see sections 17.0-17.2 for undergraduates and 27.0-28.0 for graduate students) each semester. The student is required to earn a passing or failing grade (see section 6.1-6.2) in a defined percentage of a full-time course load to be eligible to retain TAP funds. The number of credit hours that must be completed depends on the year of the student's TAP award, not on the year of enrollment. In most instances, the two will coincide. Refer to Table J.

Academic Rules and Regulations

Table J New York State Aid Eligibility Progress Table for Undergraduate Students

| TAP Payment Number ¹ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 ³ | 10 ³ |
|--|-----|-----|-----|-----|-----|-----|-----|-----|----------------|-----------------|
| Minimum number of new credit hours for which student must be enrolled ² | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Number of credit hours that must have been <i>completed</i> the preceding semester ^{2, 4} | 0 | 6 | 6 | 9 | 9 | 12 | 12 | 12 | 12 | 12 |
| Total number of earned credits ⁴ | 0 | 3 | 9 | 21 | 33 | 45 | 60 | 75 | 90 | 105 |
| Minimum cumulative GPA | 0.0 | 1.0 | 1.2 | 1.3 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

¹ *Tuition Assistance Program (TAP—N.Y. residents only)* These awards are based on payments, not semesters. Example: To receive the second payment, you must enroll for 12 credits and have completed at least 6 credits with a passing or failing grade during the preceding semester. You must also accrue 3 credits and have a minimum grade point average of 1.0

² *Courses repeated to improve grades do not count.*

³ *Only students enrolled in the HEOP program or in approved five-year bachelor's programs are eligible for 10 TAP payments. The only currently approved five-year programs at Syracuse University are the B.A. in Architecture and the B.I.D. in Industrial Design.*

⁴ *Incomplete and failing grades are included in the number of credit hours completed per semester. Only passing grades are included in the number of credit hours earned. Example: A student applying for the sixth TAP payment must (1) be registered for at least 12 new credit hours, (2) have completed 12 credit hours the preceding semester, (3) have earned 45 credit hours, and (4) have a cumulative 2.0 GPA.*

New York State Aid Eligibility Progress Table for Graduate Students

| TAP Payment Number ¹ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|----|-----|-----|-----|-----|-----|-----|-----|
| Minimum number of new credit hours for which student must be enrolled ^{2, 3} | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Number of credit hours that must have been <i>completed</i> the preceding semester ^{3, 4} | 0 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Total number of earned credits ⁴ | 0 | 6 | 12 | 21 | 30 | 42 | 57 | 72 |
| Minimum cumulative GPA | 0 | 2.2 | 2.4 | 2.6 | 2.8 | 2.8 | 2.8 | 2.8 |

¹ *These awards are based on payments, not semesters. A graduate student must have completed, with passing or failing grades, a certain percentage of the 12-credit minimum full-time course load during the preceding semester. If a graduate student has received (1) No previous TAP awards, he or she must earn passing or failing grades in 50 percent (6 credits) of the full-time course load in each of the first two award terms, in 75 percent (9 credits) in the third and fourth terms, and in 100 percent (12 credits) of all subsequent terms; (2) One award as an undergraduate, the completion requirement would be 50 percent (6 credits) in the first graduate award term, 75 percent (9 credits) in the second and third award terms, and 100 percent thereafter; (3) Two awards as an undergraduate, the completion requirement would be 75 percent (9 credits) in the first two graduate award terms and 100 percent (12 credits) thereafter; (4) Three awards as an undergraduate, the completion requirement would be 75 percent (9 credits) in the first graduate award term and 100 percent (12 credits) thereafter; or (5) Four or more awards as an undergraduate, the completion requirements would be 100 percent (12 credits) from the very first of the graduate award terms.*

² *Courses repeated to improve grades do not count.*

³ *Credit-equivalent units are as follows: Graduate Assistantship, 3 hours/semester; Master's Thesis in progress, 9 hours maximum; Preparation for - Comprehensive /Qualifying Examination, 6 hours maximum; Dissertation in Progress (maximum 3 years), 18 hours/year; Other preparation as approved, 12 hours maximum.*

⁴ *Incomplete and failing grades are included in the number of credit hours completed per semester. Only passing grades are included in the number of credit hours earned.*

Retaken courses in which an acceptable passing grade has already been received cannot be included as part of the student's minimum full-time or part-time course load for TAP purposes. Retaken courses may be included when (1) a failed course is repeated or (2) a passing grade was received, but the course must be retaken because the original grade was unacceptable in a particular curriculum. Repeatable courses, i.e. courses that can be taken and counted more than once toward fulfillment of degree requirements, are also acceptable.

21.1.2 Satisfactory Academic Progress for TAP Aid To remain eligible for TAP funds, a student must earn credits and obtain a minimum cumulative GPA according to the schedule in Table J. As with program pursuit, this progress is based on the number of TAP payments.

These standards of satisfactory progress will be used to determine continuing eligibility for state aid to students who have no "special circumstances." The progress of students with special circumstances, such as those who have transferred from other institutions, have used their waivers, or have received TAP awards before September 1981, will be monitored on an adjusted schedule. When the quantitative and qualitative criteria specified in Table J are not applicable, determination of satisfactory academic progress shall be made by the Office of Financial Aid and Scholarship Programs.

21.1.3 Transfer Students Receiving TAP Aid Transfer students must have their credits evaluated by their colleges to be placed at the proper point on Table J for certification.

21.1.4 Reinstatement of TAP Aid Eligibility Students found ineligible to receive their next TAP payment may have their eligibility restored by one of the following methods: (1) Any student claiming such circumstances must present to the Office of Financial Aid and Scholarship Programs a written appeal detailing the extenuating or mitigating circumstances and, where applicable, corroborating documentation. (2) Making up the deficiencies without a TAP award. (3) Being readmitted after an absence of at least one calendar year.

21.1.5 Declaring a Major The New York State Department of Education requires that all students receiving TAP must declare an official major by the beginning of the junior year of a bachelor's program in order to continue receiving TAP payments. Students who declare a major after the start of classes in the junior year will not be eligible for TAP until the following semester.

Academic Rules and Regulations

21.2 FEDERAL FINANCIAL AID

All students who receive funds from any federal aid program (Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Perkins Loan, Stafford Loan) must maintain satisfactory academic progress as determined by established federal guidelines. Academic progress is defined as earning a minimum number of credit hours over a specific number of semesters and maintaining a minimum GPA.

21.2.1 Undergraduate Students in Four-Year Bachelor's Degree Programs A maximum of six academic years is permitted to complete bachelor's programs normally considered to be four academic years in length. For continuing federal financial aid eligibility, students must earn at least 40 credit hours by the end of their second academic year. (Note: For the purpose of this regulation, an "academic year" is defined as each multiple of two consecutive regular semesters—fall and spring—in whatever chronological order they occur, regardless of intervening summer sessions, tracked from the student's date of matriculation.) In subsequent years, a student must maintain an average of 20 earned credits per academic year. Undergraduate students must have a minimum cumulative GPA of 2.0 upon completion of 100 credit hours (including transfer credits) to continue to receive federal financial aid.

21.2.2 Undergraduate Students in Five-Year Bachelor's Degree Programs A maximum of seven academic years is permitted to complete bachelor's programs normally considered to be five academic years in length. All other eligibility requirements remain the same as outlined in section 21.2.1, above.

21.2.3 Graduate Students To maintain eligibility for federal financial aid, all full-time graduate students must earn an average of 5 credits per semester, complete a master's program in 4 academic years or a doctoral program in 6 academic years and maintain a cumulative GPA of 2.0 after their first academic year. Graduate students registered for fewer than 12 credit hours during a semester must earn at least 50 percent of the credit hours attempted and maintain a cumulative GPA of 2.0 after their first academic year.

Graduate students who register for 0 credit hours and are certified as full-time can maintain eligibility for a maximum of 6 semesters of 0 credit hours. Students registered for 0 hours must still maintain an average of 5 credit hours earned per semester for all semesters they are enrolled.

21.2.4 Monitoring of Progress for Federal Financial Aid Eligibility Students, undergraduate and graduate, failing to comply with the above progress requirements will be ineligible to receive federal financial aid in the succeeding academic year. The Office of Financial Aid and Scholarship Programs will notify students of their status in cases where aid is cancelled or withdrawn. Students may regain eligibility in one of the following ways: (1) enroll in courses without receiving financial assistance until the deficiencies are made up, (2) submit an appeal

based on extenuating circumstances to the Office of Financial Aid and Scholarship Programs (a student may receive only one appeal), (3) petition the Financial Aid Office in writing to re-instate eligibility after a period of non-enrollment of at least one academic year.

21.2.5 Consortium Agreements Syracuse University has formal consortial arrangements with other institutions only through Syracuse University Abroad and the Graduate Scholar Exchange Program. Matriculated students who plan to study abroad through a program not directly sponsored or administered by SU Abroad must contact an SU Abroad counselor at least three months before the start of the program if they intend to apply for federal financial aid, which requires a consortium agreement. Matriculated students enrolled in another institution through programs other than SU Abroad programs or the Graduate Scholar Exchange Program are not eligible for financial aid through Syracuse University.

21.3 UNIVERSITY FINANCIAL AID

Any student who does not meet the academic progress requirements to maintain eligibility for federal financial aid as outlined in Section 21.2 will also lose his or her eligibility for any Syracuse University scholarship and/or grant.

22.0 Athletic Eligibility

All Syracuse University student athletes who practice for or compete in official intercollegiate events must comply with the eligibility rules defined below. These rules are in compliance with all NCAA regulations and have been agreed upon by the administration of the University. The status of each student athlete's eligibility must be reviewed before any official athletic participation. Any student-athlete found to be ineligible will be barred from further athletic involvement until compliance with the rules is established. In addition, ineligible grant-in-aid recipients are potentially liable to lose their financial awards. Questions about NCAA regulations should be directed to the Office of Athletic Compliance in Manley Field House.

22.1 ELIGIBILITY

Eligibility means a student-athlete is in compliance with the standards stated in this section and is allowed to participate in intercollegiate athletics without restriction.

22.1.1 First-Year Eligibility First-year eligibility requires the following criteria to be met: The student-athlete must meet the admissions criteria for the specific school or college at the University; must be in compliance with all NCAA initial eligibility requirements; and must be matriculated on a full-time basis (12 credits constitutes a minimum full-time load).

22.1.2 Second-, Third-, and Fourth-Year Eligibility Second-, third-, and fourth-year eligibility requires that the student-athlete must be enrolled on a full-time basis in one of the schools or colleges of the University and must have satisfactorily met all NCAA requirements for normal academic progress toward a degree.

22.2 FACTORS AFFECTING ELIGIBILITY

22.2.1 Transfer Students Transfer students from either two- or four-year colleges may be immediately eligible to practice and compete if they complete the admissions process, matriculate as full-time students, and satisfy all NCAA regulations regarding transfer student eligibility.

22.2.2 College of Environmental Science and Forestry Students enrolled full time at SUNY ESF are not eligible to practice or compete for any varsity intercollegiate team.

22.3 APPEAL PROCESS

22.3.1 No appeal will be granted to an athlete found to be in violation of any NCAA regulation.

22.3.2 A student-athlete must be enrolled in one of the schools or colleges of the University at all times. If a student-athlete is suspended from the home college for academic reasons, he or she must use the home college's appeal process. The final decision of the home college will determine athletic eligibility.

Additional rules, specific to graduate students, appear in the Graduate Course Catalog in the section, "Academic Rules and Regulations of the Graduate School."

Academic Rules and Regulations of the Graduate School

These regulations and procedures are based on the requirements of the Graduate School as developed by the Board of Graduate Studies. Departments, schools, and colleges within the Graduate School often have additional requirements. Regulations for the College of Law may be found in the publication *Handbook of Academic Rules and Student Judicial Code*.

Academic units may have policies which are more restrictive than those included in the Academic Rules and Regulations of the Graduate School. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

Graduate students must observe the "General University Regulations" and "University Rules" set forth in *The Syracuse University Student Handbook 2004-2005*.

Additionally, the following sections of this publication apply to graduate students:

- 1.0 Academic Standards, page 6
- 2.0 Attendance in Classes, page 7
- 2.2 Policy on Religious Observances, page 7
- 4.0 The Transcript (Academic Record), page 7
- 5.0 Course Numbering System, page 8
- 6.0-6.6.2 Grading System, page 8
- 7.0-7.1.1.1 Credit, page 10
- 7.2-7.2.2.2 Transfer Credit from Other Institutions, page 11
- 7.3 Advanced Credit Examinations, page 12, 13
- 7.4 Competency and Proficiency Examinations, page 13
- 7.5 Credit Earned Through Nontraditional Programs, page 14
- 8.0-8.1.3 Registration, page 14
- 12.0-12.2 Academic Actions, page 18
- 13.6 Degree Certification, page 23
- 13.6.2 Diplomas, page 24
- 15.0 Matriculated Students, page 24
- 16.0 Nonmatriculated Students, page 24
- 17.0 Full-Time and Part-Time Student Status, page 24
- 18.0 Syracuse University Internship Program, page 25
- 19.0 Syracuse University Abroad, page 25
- 21.0 Academic Standing and Eligibility for Financial Aid, page 25
- 22.0 Athletic Eligibility, page 27

IX. Admission

23.0 General Policies

The Graduate School of Syracuse University offers degree programs of advanced study in the departments, schools, and colleges (academic units) of the University. Additional graduate degrees are offered in the College of Law (J.D., LL.M.).

The regulations governing admission to the Graduate School are stated in the graduate admissions packet, which may be obtained from the Graduate Enrollment Management Center, Suite 303, Bowne Hall. The following is a summary statement of those regulations.

To be considered for admission, students must complete an official graduate application, submit two copies of all previous transcripts, and submit three letters of recommendation. Many programs require students to submit scores from standardized tests as well. (The graduate admissions packet lists the specific tests required by each academic unit.) The average grade in the major should be at least 3.0 (4.0=A), and the overall average should be at least 2.8.

All students must submit acceptable documentation of previous degrees to the Graduate School by the end of their first semester of study. After completion of the first semester of graduate study, the Graduate School may withhold registration for any student who has not produced documentation of completion of undergraduate degree for the date reported on the application by the student, or has not been granted a written waiver for such by the Academic Unit and the Graduate School. The hold on Registration will only be released when documentation has been provided.

No graduate degree will be granted unless the student has complied with the items described in the preceding paragraph. No credit which is applied to the undergraduate degree may be applied also to the graduate degree, unless such double-counting falls under the explicit articulation of a combined bachelor's and master's degree program which has been approved by and registered with the New York State Education Department.

Syracuse University welcomes qualified people with disabilities and in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act does not discriminate on the basis of disability. Services for students with disabilities are coordinated by the Office for Disability Services, Room 309, 804 University Avenue, 315-443-4498 (VOICE), 315-443-1371 (TDD).

23.1 INTERNATIONAL STUDENTS

Those students who are not citizens of the United States by birth or naturalization, or whose language of primary instruction was not English, must demonstrate proficiency in English. This can be done by presenting acceptable scores on the Test of English as a Foreign Language (TOEFL). Each academic unit establishes the minimum score it will accept.

23.2 CHANGE IN DEGREE PROGRAM

See section 31.0 for procedures to change a degree program.

23.3 GRADUATE STUDY FOR MEMBERS OF THE FACULTY

Faculty members holding the rank of instructor or below may work for the Ph.D. degree in any academic unit approved for doctoral work. Faculty members holding any rank above instructor may not earn the doctorate through the academic units of which they are members.

23.4 FINANCIAL AID

Consult General Information and Guidelines on Graduate Financial Aid.

X. Acceptance of Graduate Appointments

24.0 Syracuse University conforms to the following resolution of the Council of Graduate Schools in the United States: Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement that both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer. (For further information, see *Graduate Appointees: Their Benefits and Responsibilities*.)

XI. Student Status

25.0 Matriculated Status

See section 15.0.

26.0 Nonmatriculated Status

Students who are qualified to enroll in specific courses, but who either do not wish to matriculate in a degree program in the Graduate School or cannot meet all admission requirements for a degree program may be allowed to register in such courses through University College on a non-matriculated basis. (See also section 16.0.) This will enable units to prescreen potential graduate students before they seek formal admission to graduate study and also will allow individuals to take one or two graduate courses for career purposes. Exceptions to the practice of accepting nonmatriculated students may be made by academic units for reasons of space availability and related problems. Students may not apply more than 12 credits taken as a non-matriculated student toward a graduate degree, or more than 15 as explained in section 34.0. (See section 34.0, "Conversion to Graduate Credit.") Nonmatriculated students are held to the same scholastic standards as other graduate students.

Academic Rules and Regulations of the Graduate School

27.0 Full-Time Graduate Status

See section 17.0-17.2.

27.1 ACADEMIC YEAR

Satisfaction of any of the following criteria will confer full-time status on a graduate student during a given semester:

- (1) Registration for 9 credits for spring or fall (or 6 credits during a given summer session) in a program approved by the student's advisor.
- (2) Appointment as a graduate assistant or by holding a Syracuse University Fellowship.
- (3) The student's academic unit (department, program, or college, as appropriate) certifies that the student is pursuing a full-time program of study by virtue of an appropriate combination of activities chosen from among the following: study for preliminary, qualifying, or comprehensive examinations; study to satisfy language or tool requirements; work on a dissertation or thesis; undertaking an internship that equates with at least 9 credits of course work; other special circumstances, as specified and justified by the academic unit.

Under circumstances (2) or (3) above, if the student is not registered for any coursework, including registration for master's thesis or doctoral dissertation credits, he/she must be registered for GRD 998 Degree in Progress.

Law students are required to be enrolled for 12 credits in the spring or fall semester to be in full-time status, as stated in College of Law requirements. In the case of students matriculated in dual degree programs, one of which is the J.D. degree, this requirement for full-time status takes precedence over the 9-credit criterion for full-time status as stated in (1) above.

27.2 SUMMER SESSIONS

Full-time status is determined separately for each of the two summer sessions. To be considered full time over the entire summer, a student must register for a total of 12 credits or satisfy the requirements of (2), (3), or (4) above.

28.0 Part-Time Graduate Status

For the purposes of determining eligibility for government sponsored financial aid programs, part-time graduate students must be matriculated, registered for at least six credits a semester, and making satisfactory academic progress.

XII. Registration

29.0 (For general registration procedures, see section 8.0.) Nonmatriculated students must register through University College or, for School of Education's Extended Campus courses, through that office. For summer courses, nonmatriculants register through University College. Graduate students enrolling through the residence center at Corning initiate registration at that site.

Graduate students enrolling through the residence centers (Corning, Endicott-Owego, Poughkeepsie-Kingston, and Rome-Utica) initiate registration at their respective offices.

Before each registration, matriculated students must confer with their major advisor in regard to their degree program as a whole as well as their schedule for the current session. Matriculated students are required to register by the opening of each term until the degree is obtained. In any semester in which no academic work is carried, they must register for Degree In Progress. (Beginning in the spring 1994 semester, graduate students who are not registering for any specific coursework, but are actively pursuing graduate degree programs, should register for GRD 998, Degree in Progress, for zero credits.)

There is a graduate activity fee for degree registration except for those students who are not physically present at Syracuse University. To request a fee waiver, students should write to the president of the Graduate Student Organization.

Students completing theses or dissertations in absentia may register by mail by writing to the Registrar's Office, Registration Office, 106 Steele Hall, Syracuse University, Syracuse NY 13244-1120.

30.0 Maximum Course Load

The maximum course load for full-time graduate students will be 15 credits each semester and 6 credits in each of the two summer sessions. Students who hold graduate assistantship appointments should register for no more than 9 credits each semester. Students engaged in full-time teaching or other employment are advised to carry no more than 3 credits each semester, and in no instance will registration for more than 6 credits be permitted, except where work on theses and dissertations is being done as a part of the normal work assignment.

XIII. Change in Degree Program

31.0 Graduate students may change their degree program if the transfer is approved by the new program, the former program, and the Graduate School. Information and applications to transfer from one graduate degree program to another and for admission to an additional graduate degree program (including admission to a doctoral program or a masters degree program in the student's original field of study) may be obtained at the Graduate School. (See section 45.6, "Concurrent or Multiple Programs of Study," and section 46.2, "Multiple Degree Requests That Include the Doctorate.")

XIV. Types of Graduate Credit

32.0 Graduate Credit

Credit earned by matriculated students in courses carried for graduate credit if fully applicable toward appropriate programs offered through the Graduate School or for transfer to other institutions. Visiting students who file with the Graduate School office certification of matriculation in an accredited graduate school of another institution receive graduate credit in courses carried for that purpose in the Graduate School of Syracuse University.

33.0 Restricted Graduate Credit

Credit earned in graduate courses by non-matriculated students is recorded as restricted graduate credit. Such credit is subject to transfer to other institutions only as restricted graduate credit.

Restricted graduate credit cannot be included in a graduate program of study; in order to be included, it must be converted to graduate credit.

All coursework taken as a non-matriculated student automatically calculates toward the graduate GPA unless a petition to flag the courses submitted to and approved by the Graduate School.

34.0 Conversion to Graduate Credit

Restricted graduate credit, in an amount not to exceed 12 credits, may be converted to graduate credit upon application initiated by students only if all of the following conditions are met:

- (1) The student becomes matriculated in the Graduate School.
- (2) The student has obtained an overall average of 2.8 in all graduate work at Syracuse University.
- (3) The courses carry a grade of B or better.
- (4) The courses are part of a degree program approved by the student's department.
- (5) The work has been completed within the time limit allowed for the degree.

Students may apply to convert up to 15 credits of restricted graduate credit, subject to above restrictions, if they have completed a graduate certificate program in that discipline.

Restricted graduate credit earned during the term in which students become matriculated in the Graduate School is converted automatically to graduate credit.

Courses taken on a nonmatriculated basis will be included in the calculation of the GPA, with the exception of courses which were taken as an undergraduate, or which have been flagged. (See sections 7.1, 8.0.6.3, 37.0, and 43.3.)

Students may petition to flag (exclude from calculation in the graduate GPA) courses taken on a non-matriculated basis.

Courses taken as an undergraduate student which are subsequently converted to graduate credit (See section 8.0.6.3) are flagged and not calculated in either the undergraduate or graduate GPA.

35.0 Residence Credits

Residence credits at Syracuse University are those given for courses offered in graduate programs approved by the Graduate School, either at Syracuse or at one of the residence centers. These centers are Corning, Endicott-Owego, Poughkeepsie-Kingston, and Rome-Utica.

Academic Rules and Regulations of the Graduate School

36.0 Advanced Credit Examinations

Graduate students wishing to obtain credit toward advanced degrees for knowledge in a field essential to their programs of study, but acquired by means that preclude formal transfer to Syracuse University, may petition for an Advanced Credit examination in a course or courses covering the relevant area of study. A fee is charged for being admitted to an Advanced Credit examination. (See Tuition, Fees and Related Policies.)

The petition requesting an Advanced Credit examination must state the basis for the belief that the student has attained competence at the graduate level in the specified academic area. It must be accompanied by a statement from the student's department supporting the petition and accepting responsibility for preparing and administering the examination. The minimum passing grade in an Advanced Credit examination is B.

37.0 Undergraduates in Graduate Courses

Seniors in a college or school of Syracuse University who have an overall 2.8 undergraduate average and a 3.0 average in their major field and who anticipate enrolling in the Graduate School of Syracuse University may enroll in graduate-level courses and earn graduate credit by following the procedure described in section 8.0.6.3 to receive restricted graduate credit for graduate courses taken in excess of undergraduate requirements. This may be done only if each case has had prior Graduate School approval as evidenced by a petition properly processed in advance of enrollment in the course.

37.1 Credit earned while pursuing an undergraduate degree at Syracuse University may be applied to a graduate degree program providing the student becomes matriculated in the Graduate School, the course carries a grade of B or better, the course is part of a degree program approved by the student's department, and the work has been completed within the time limit allowed for the degree. At that time, the credits will be transferred from the undergraduate record as a block of transfer credits, labeled "transferred from Syracuse University undergraduate record." These course titles will not appear on the graduate section of the transcript, nor will the grades calculate toward either the undergraduate or graduate GPA.

38.0 Transfer Credit

(See Sections 7.2.1 and 7.2.2 for general University policies governing all transfer credit which also applies to graduate students.)

To be considered for transfer credit toward a graduate degree at Syracuse University, specific credit earned at another accredited graduate school must carry at least a grade of B (coursework completed on a pass/fail basis is not acceptable), must form an integral part of the degree program, and must be evaluated and approved by the academic department and the Graduate School.

Students must request the registrar or other recording officer of the institution in which the credit was earned, to transmit directly to the Graduate School an official transcript showing credit and grades to be transferred. Such transferred work will be considered accepted only when the degree program of study, including such transfer credit, is officially approved by the Graduate School. (See sections 45.1 and 46.1, "Program of Study.")

No graduate degree will be granted unless the student has complied with the items described in the preceding paragraph. No credit which is applied to the undergraduate degree may be applied also to the graduate degree, unless such double-counting falls under the explicit articulation of a combined bachelor's and master's degree program which has been approved by and registered with the New York State Education Department.

Students desiring to apply graduate coursework undertaken prior to completion of the undergraduate degree must follow the procedures outlined in Section 8.0.6.3 (Graduate-Level Courses That Will Not Be Applied Toward the Undergraduate Degree Program, But That Will Be Applied Toward a Graduate Degree at Syracuse University).

38.1 Requests for transfer credit must be submitted to the Graduate School before the first 12 hours of graduate study at Syracuse University have been completed. All coursework applied toward a degree must comply with all time limitations. (See sections 45.2 and 46.7, "Continuity of Study.")

38.2 Although substantial amounts of transfer credit may be accepted for the Ph.D. degree (see section 46.3, "Residence Requirements"), a maximum of 30 percent of credits counted toward a master's degree at SU may be transferred from another institution provided that they form an integral part of the degree program.

38.2.1 An exception to section 38.2 is transfer credit to be applied to: (1) the Master of Science Program in Information Resources Management, toward which up to 15 credits may be applied from National Defense University, and (2) the Master of Art Program in Public Administration toward which up to 12 credits may be applied from Tsinghua University.

Both exceptions must be approved by the academic department and the Graduate School.

38.3 Transfer credit is subject to reevaluation when a student transfers from one graduate degree program to another.

38.4 Transfer courses are not included in the computation of the GPA.

XV. Graduate Grading Standards

39.0 Passing Grades

Passing grades for graduate students are A, A-, B+, B, B-, C+, C, and C-. (The D grade is not an option for graduate students.)

40.0 Grade Points

Grade points related to letter grades indicate the quality of the work done according to Table A in section 6.0.

41.0 Pass/Fail Option

The pass/fail option is not open to graduate students, except for specified courses.

42.0 Incomplete Grades

See section 6.2.2.

43.0 Academic Grade Point Average

43.1 MINIMUM AVERAGE TO CONTINUE GRADUATE WORK

At least a 2.8 average is required in the first 30 credits of graduate study. If this is not achieved, the student's matriculated status may be cancelled by the Graduate School, upon recommendation of the academic unit.

43.2 ACADEMIC AVERAGE FOR DEGREE CERTIFICATION

Certification for an advanced degree requires a minimum average of 3.0 for work comprising the program for the degree and a 2.8 average for all credits earned.

43.3 EXCLUSION OF COURSES FROM CALCULATION

A student may petition, with the approval of the academic unit and the Graduate School, to have grades in certain courses excluded from the calculation of the grade point average. The only circumstances under which this may be allowed are as follows: (1) undergraduate or remedial courses (e.g., English as a second language) that are not part of the student's graduate program; (2) courses taken in a degree program from which the student has officially withdrawn, if the student has been admitted to another program; and (3) courses taken on a nonmatriculated basis; and (4) courses that have been retaken with approval. (See sections 7.1, 7.1.1, and 7.1.1.1.)

43.3.1 Repetition of Graduate Courses

With the approval of the student's academic unit and the Graduate School, graduate courses in which an F or a C+, C, or C- has been received may be retaken. Graduate courses may be retaken only once. A retaken course replaces the original course on the student's degree program of study. Both the original course and the retaken course will appear on the transcript.

Academic Rules and Regulations of the Graduate School

XVI. Degree Programs

44.0 Courses in a Graduate Degree Program

Only courses approved for graduate credit may be used to satisfy requirements for advanced degrees. These courses are taught by Syracuse University faculty members. Courses for which restricted graduate credit is given may be used if converted to "graduate credit."

Joint Graduate-Undergraduate Courses
Joint graduate and undergraduate courses are those numbered 500-599. These may be accepted for graduate credit at the discretion of the student's advisors, usually by the requirement of additional work. Such coursework may not make up more than one-half of the Syracuse coursework for a master's program, nor more than one-third of that for a doctoral program.

Graduate Courses Graduate courses are those numbered 600 or above in each academic unit.

Individualized Study Any academic unit of the Graduate School authorized to offer the doctorate may elect to employ an individualized study procedure for any qualified doctoral student under the following conditions: (1) the department will assign a specific advisor from the graduate faculty to guide the work of each student; and (2) the procedure of individual study will be limited to work beyond the master's level.

44.1 Students with Physical and Learning Disabilities Requests for variations in degree requirements necessitated by a student's disability should be submitted to the dean's office of the student's home college, which reviews all requests for such variation. Requests should be accompanied by appropriate documentation. Such documentation should be received from a certified member of the profession generally recognized as competent to make such a judgment. (See also section III, 8.0.2.)

45.0 Master's Degrees

45.1 PROGRAM OF STUDY

A matriculated student who is studying for the master's degree must satisfactorily complete a program of advanced study prescribed by her or his academic unit and approved by the Graduate Enrollment Management Center. The student must pass a minimum of 30 credits (including the thesis, where applicable) in any master's program. The complete program of study is prescribed by the major department. It may involve work in a single academic unit, or it may encompass assignments in related fields. The student's advisor plans a program to fit the needs of each individual. This program must be recommended by the academic unit and filed with and approved by the Graduate School. (Forms for this purpose may be obtained from the Graduate School.)

Academic units are required to complete, with each of their graduate students, a tentative program of study as early as appropriate during the first year of graduate courses. For students being awarded transfer credit, tentative programs must be completed by the academic unit and must be approved by the Graduate School during the first 12 hours of coursework.

All other tentative programs of study may be filed with the Graduate School when they are first completed, or academic units may elect the following procedure: (1) Tentative programs of study remain in the academic unit's advising files; (2) routine changes are recorded and approved by the department and/or by other approving structures within the academic unit on these working documents; (3) only when a change in a tentative program of study requires an exception to either the academic program's standards or the University's general standards should a petition to amend a tentative program of study be sent to the Graduate School for its approval; and (4) finally, a departmentally approved program of study is submitted to the Graduate School for its approval upon completion of early registration for each master's student's last semester (including summer session) of coursework.

45.2 CONTINUITY OF STUDY

All requirements for the master's degree must be completed within a period of seven years from the date the student registers for the first course to be used in her or his advanced degree program.

If the degree is not obtained within this seven-year period, a student may petition her or his academic unit and the Graduate School for reinstatement of credit in an outdated course, stating the rationale for maintaining currency of knowledge.

45.3 MASTER'S THESIS

In many fields, the thesis is required for the master's degree. The thesis is awarded three to nine credits of the minimum number of credits required for the master's degree.

The thesis is regarded as a test of the student's ability to do investigative work and to present the results in clear, accurate, and logical form. A good command of literary expression is required.

The Graduate School requires that graduate students conform to the standards for theses approved by the Board of Graduate Studies. A set of instructions designed to aid students in meeting these standards may be obtained from the Graduate School without charge.

Students are required to submit copies of any research proposal that involves human subjects to the Institutional Review Board for review. (Call 443-3013 for additional information.)

Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. At Syracuse University, this is known as the Institutional Review Board.

Under the terms of the University's Letter of Assurance to the Office for Protection from Research Risks at the National Institute of Health (the cognizant federal agency), no research or teaching using live vertebrate animals may be undertaken until the protocol is approved by the Institutional Animal Care and Use Committee (IACUC). (Call the Office of Laboratory Research at 443-3013 for additional information.)

Before the oral examination, and at least five weeks before the graduation date, the completed thesis, approved by the advisor and the head of the academic unit, are to be submitted to the Graduate Enrollment Management Center for approval of the thesis format. The student must pass an oral examination on the thesis and related fields. An examination will be scheduled by the Graduate Enrollment Management Center with the assistance of the academic unit to occur no earlier than three weeks after the completed copies of the thesis are submitted to the Graduate Enrollment Management Center for format approval. The oral examination is conducted by a committee consisting of specialists in the field of the thesis or in closely allied fields.

45.4 MASTER'S DEGREE WITHOUT THESIS

When a thesis is not required for a master's degree, 30 or more credits of graduate coursework are required, and, in most instances, the student must pass an oral or written comprehensive examination on her or his work. The examinations must be held at least two weeks before graduation. Those academic units that have a requirement in lieu of a comprehensive examination must notify the Graduate Enrollment Management Center when that requirement has been met.

45.5 COMPREHENSIVE EXAMINATIONS

It is the prerogative of an academic unit to require one or more comprehensive examinations that are not concerned with any particular course the student may have taken.

45.6 CONCURRENT OR MULTIPLE PROGRAMS OF STUDY

In cases where two or more distinct master's degrees are to be awarded by Syracuse University to one student, the minimum number of credits needed must be at least 80 percent of the combined total of Syracuse credits normally required for each of the separate degrees. However, two 30-credit master's degrees shall not be awarded for fewer than 51 credits, nor three 30-credit master's degrees for fewer than 72 credits.

The student must have been admitted to a master's program in each of the awarding academic units, and the program of study for each of the degrees being earned must be filed by petition and approved by the Graduate Enrollment Management Center prior to the awarding of either degree. Students are encouraged to seek approval of programs of study from both the academic units and the Graduate School in all degree programs as soon as possible.

These statements do not refer to joint programs with the College of Law or to master of philosophy degrees.

Syracuse University and the SUNY College of Environmental Science and Forestry have agreements that encourage concurrent master's study in environmental science and forestry with degree work in Syracuse's public communications, law, management, public administration, and certain education programs. Interested students should consult their department, the Graduate School, and the College of Environmental Science and Forestry for specific requirements and procedures. Syracuse graduate students in fields other than those named above may also be considered by the College of Environmental Science and Forestry for concurrent degree work.

Academic Rules and Regulations of the Graduate School

46.0 Doctoral Degrees

Requirements for the degree of Doctor of Philosophy or the degree of Doctor of Education emphasize mastery of a field of knowledge, familiarity with allied areas, facility in the use of research techniques, and responsibility for the advancement of knowledge.

The degree is given in recognition of high attainments in the student's chosen field, as shown by the completion of specified courses and by the production of a dissertation showing ability to carry out independent investigation advancing the field of knowledge.

46.1 PROGRAM OF STUDY

The student consults with her or his program advisor at each registration period and plans a program of work at the time he or she is accepted by the academic unit for study toward a degree.

Academic units are required to complete, with each of their doctoral students, a tentative program of study as early as appropriate during the first year of graduate courses. For students being awarded transfer credit, tentative programs must be completed by the academic unit and must be approved by the Graduate Enrollment Management Center during the first 12 hours of coursework. All other tentative programs of study may be filed with the Graduate Enrollment Management Center when they are first completed, or academic units may elect the following procedure: (1) Tentative programs of study remain in the academic unit's advising files; (2) routine changes in tentative programs of study are recorded and approved by the department and/or by other approving structures with the academic unit on these working documents; (3) only when a change in a tentative program of study requires an exception to either the academic program's standards or the University's general standards should a petition to amend a tentative program of study be sent to the Graduate Enrollment Management Center for its approval; and (4) a final, departmentally approved program of study is submitted to the Graduate Enrollment Management Center for its approval upon the completion of the program's required coursework (e.g., the body of coursework required for a specific degree). The program of study should provide for effective specialization in a major field with properly supporting courses in related fields. It is appropriate for the work of the final year to focus on the requirements of the dissertation.

Each academic unit determines the number of coursework credits and the number of dissertation credits that will constitute the program of study, including that portion of the work for the master's that will form an integral part of the doctoral program.

Minor courses selected should support the total program, rather than be restricted to academic unit boundaries.

The cooperation of two or more departments in the sponsoring of a student is encouraged; however, one academic unit approved for doctoral work must assume primary responsibility for the student's program.

46.2 MULTIPLE DEGREE REQUESTS THAT INCLUDE THE DOCTORATE

Where a student is requesting a master's degree outside the doctoral field, a committee of faculty members appointed by the Board of Graduate Studies will review all programs of study involved: the doctoral program, which may or may not include a conferred master's in the same field, and the additional master's program(s). All programs should be submitted to the Graduate Enrollment Management Center before the additional master's work is undertaken. The committee is empowered to act as the Graduate School to approve or disapprove the programs of study.

46.3 RESIDENCE REQUIREMENTS

At least 50 percent of a doctoral student's planned coursework (exclusive of dissertation) must be in courses offering "residence credit" at Syracuse University.

Experience credit and professional experience courses may not be included.

46.4 LANGUAGE REQUIREMENTS AND OTHER RESEARCH TOOLS

The doctoral student must demonstrate acceptable competence in the research tools designated by her or his department.

The ability to use research tools should be shown preferably at the beginning of, and certainly early in, the student's doctoral program. A student cannot be admitted to the Ph.D. qualifying examination until he or she has satisfied the tool requirement(s).

46.5 QUALIFYING EXAMINATION

The doctoral student must pass a qualifying examination, oral or written, or both, set by the academic unit. In no case shall the examination be taken later than at the end of the term preceding the term in which the student expects to complete the degree requirements. If the results of this examination are unsatisfactory, the student may be granted a second examination, but only after completing a term of additional study.

46.6 ADVANCEMENT TO CANDIDACY

The doctoral student is admitted to candidacy when all requirements for the degree have been completed except for the dissertation and the final oral examination.

46.7 CONTINUITY OF STUDY

A candidate for the doctorate who fails to complete her or his dissertation within five years after passing the qualifying examination and who, subsequently, seeks to complete the doctorate will be required to repeat the qualifying examination unless a petition for an extension of time is approved by the Graduate School.

46.8 DISSERTATION

The dissertation is the culmination of a program of advanced study leading to the doctoral degree. It is to be prepared by the student and should embody the result of original research that constitutes a significant contribution to the body of knowledge within a given field. It is expected to possess a unity of theme, provide evidence of originality and critical judgment, and exhibit creditable literary quality worthy of publication.

The Graduate School requires that dissertations conform to the standard format approved by the Board of Graduate Studies. A set of instructions designed to aid students in meeting these standards may be obtained from the Graduate School.

Language It is assumed that the dissertation will be written in English. By petition, the dissertation may be written in a foreign language when appropriate to the degree program. In these instances, an English translation of the abstract must be provided.

Dissertation Advisor The preparation of the dissertation is supervised by a member of the faculty of the candidate's department or program who is identified as the dissertation advisor. The dissertation advisor should be a Syracuse University tenured or tenure-track faculty member in the program of study in which the dissertation was written. In exceptional cases where other persons direct the dissertation, a member of the Syracuse University faculty from the candidate's academic unit must jointly oversee the preparation of the dissertation. These cases may include faculty emeriti or other persons with outstanding qualifications in the student's area of research. The department or program has a responsibility to provide continuity of advising for students in good standing.

46.8.1 Research Involving Human Subjects Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. At Syracuse University this is known as the Institutional Review Board.

Students are required to fill out an Institutional Review Board application to obtain approval to conduct research involving human subjects. These applications must be reviewed and signed by the students' advisors before they are submitted to the Institutional Review Board. Applications are available at the Office of Sponsored Programs. (Call 443-2807 for additional information.)

46.8.2 Research Involving Animal Subjects Under the terms of the University's Letter of Assurance to the Office for Protection from Research Risks at the National Institutes of Health (the cognizant federal agency), no research or teaching using liver vertebrate animals may be undertaken until the protocol is approved by the Institutional Animal Care and Use Committee (IACUC). (Call the Office of Laboratory Research at 443-3013 for additional information.)

46.9 ORAL EXAMINATION

The oral examination, based on the dissertation, is intended to judge the quality of the dissertation, explore the dissertation's substantive and methodological quality, demonstrate the candidate's ability to defend the dissertation, and show competence in the chosen field and related areas. In different disciplines, one or another aspect may be emphasized. Some academic units have additional specific rules or procedures for the conduct of oral examinations, copies of which may be obtained from the academic unit and the Graduate School.

Academic Rules and Regulations of the Graduate School

Obtaining Clearance and Scheduling the Oral Examination The Request for Examination form, bearing the signature of the candidate's advisor and the department or program chair, must be submitted to the Graduate School six weeks before the graduation date. The oral examination may not be scheduled without the agreement of the candidate's dissertation advisor and department chair and the approval of the Graduate School. Before the oral examination can be scheduled, the Graduate School must: (1) certify that the candidate has completed all other requirements for the doctoral degree and that all supporting documentation has been properly filed, and (2) approve the format of the final version of the dissertation.

The candidate must submit copies of the final version of the dissertation in appropriate form to all members of the examination committee, including the chair of the oral examination, at least two full weeks before the scheduled date of the examination. It is required that an additional copy of the dissertation be deposited at the department in which the student is obtaining the doctoral degree two weeks before the oral examination. Anyone is welcome to review this copy, just as anyone is welcome to attend the oral examination.

To be eligible to receive the doctorate on a specific graduation date, the candidate must pass the oral examination, and complete all required revisions at least two weeks before that graduation date. The Graduate School publishes a list of deadlines that must be met for each of the four annual graduation dates.

The Oral Examination Committee The Graduate School appoints an oral examination committee, including a chair, at the recommendation of the dissertation advisor and the candidate's academic unit. The examination committee consists of six members, including a chair of the oral examination, the dissertation advisor, and in some cases an examiner from outside the University. The appointed chair represents the Board of Graduate Studies.

Who May Serve as Oral Examination Committee Member Members of the oral examination committee should be tenured or tenure-track members of the Syracuse University faculty. However, there may be good reason for other members of the academic community or other people with special expertise in the field in which the dissertation was written to serve as committee members. Faculty members at other universities, where appropriate, may serve as committee members.

Who May Serve as Chair of the Oral Examination Committee Only Syracuse University tenured or tenure-track faculty members outside the department or program in which the dissertation was written may serve as chair of the oral examination committee. Faculty emeriti and faculty members in the College of Law may serve. An endeavor should be made to obtain an oral examination committee chair who has an affinity to the field in which the dissertation was written.

Role and Responsibilities of the Chair of the Oral Examination Committee The chair of the oral examination committee serves as the representative of the Board of Graduate Studies at the examination, presides over it, and ensures that the regulations and declared policies of the Graduate School and the department or program are followed.

Each department shall be free to conduct the oral examination in a manner that it considers to be effective. However, the Board of Graduate Studies is concerned that all oral examinations shall attain a comparable degree of effectiveness in the various fields. It is for this reason that there has arisen the custom of appointing a representative of the Board of Graduate Studies to act as chair and observer.

In addition to participating in the questioning of the candidate and voting, the responsibilities of the chair of the oral examination include advising the committee as to general examination and questioning procedures. The chair of the oral examination will secure a vote of the examining committee and submit a written report of the committee disposition and recommendations to the Dean of the Graduate School. The chair may offer suggestions for the improvement of the examination procedure or even offer criticism, but it is expected that the chair will submit a written report to the dean of the Graduate School giving the chair's judgment as to the quality of the examination and any suggestions for improvement of procedures.

Oral Examination Dissertation oral examinations, but not committee voting, are open to all members of the University community. Examination times and places are publicly announced, and the attendance and participation of graduate students and faculty are encouraged. The norm for the duration of the examination is two hours.

The voting should reflect the committee's judgment as to the quality and originality of the research, the quality of the dissertation, and the performance of the candidate at the examination. The relative importance of these areas, varying from department to department, should be made clear to the candidate and the committee members before the examination begins.

It is recognized that there are circumstances that may cause the absence of a committee member. No examination will be conducted unless at least five committee members, including the chair of the oral examination, are present. Graduate School approval is required for an committee substitutions occurring after the oral examination is scheduled. Committee members forced to be absent must submit questions and comments in writing to the chair of the oral examination committee prior to the defense.

The voting on the acceptability of the oral examination is done in executive session of the committee. For the candidate to pass the examination, a majority of the committee must vote favorably. All members of the committee, including the chair of the oral examination, vote equally. The result of the vote, with signatures of approval, is reported by the chair of the oral examination committee to the dean of the Graduate School, together with appropriate comments.

Members of the committee may make their approval conditional upon certain changes in the dissertation being made by the candidate. The report of the examining committee should indicate one of the following results:

- Pass
- Pass with minor revisions (generally editorial)
- Pass with major revisions (substantive)
- Not pass

For editorial changes, the committee may refer final approval of the dissertation to the candidate's dissertation advisor. If approval hinges on making substantive changes, committee members are expected to withhold their signatures of approval until the required changes have been made. In cases where substantive revisions are required, the chair and the advisor, on behalf of the committee, should ensure that revisions were successfully completed. At the discretion of the committee, other members of the committee may participate in the oversight of the revisions as well. The final version of the dissertation, incorporating all required revisions, must be completed and approved two weeks before the proposed graduation date.

The chair of the oral examination committee must report to the dean of the Graduate School on the disposition of the oral examination. In addition, the chair may submit a confidential report to the dean that reflects the opinions of the chair and the committee regarding the dissertation and oral examination. The report is expected to be direct and candid. If further action is necessary, the chair of the oral examination committee and the dean of the Graduate School or the dean's representative should meet and agree on a course of action. The candidate is entitled to an explanation from the committee concerning the disposition of the defense. If the candidate does not pass the examination, he or she may be invited to schedule a subsequent examination.

46.10 DEPOSIT OF DISSERTATION COPIES

After the oral examination is passed, and two weeks before the graduation date, the final, approved dissertation, signed by the dissertation advisor, and two copies of the abstract must be deposited at the Graduate Enrollment Management Center together with a Contract for Microfilming and a Survey of Earned Doctorates. The Graduate School covers the cost of publishing the abstract in Dissertation Abstracts and microfilming. One positive microfilm copy is forwarded to the Library of Congress, and a second positive copy to the Syracuse University Library. The microfilm negative is maintained in the vault of University Microfilms International in Ann Arbor, Michigan. The original copy of the dissertation is bound and deposited in the Syracuse University Library.

47.0 Master of Philosophy

The Master of Philosophy is an intermediate degree between the master's and the Doctor of Philosophy. The degree may be awarded to students who have completed all requirements for the Ph.D. degree except the dissertation and have been admitted to candidacy in one of the doctoral programs at Syracuse University. The degree is awarded by the Graduate School upon the recommendation of the academic unit. Some academic units have decided not to recommend students for this degree.

Academic Rules and Regulations of the Graduate School

48.0 Other Degrees and Certificates

48.1 CERTIFICATE OF ADVANCED STUDY (C.A.S.)

Certificate of Advanced Study programs provide formal education at the graduate level. Consult the various schools and colleges for precise details on C.A.S. program requirements.

48.2 COMPUTER ENGINEER

The degree of Computer Engineer is offered for qualified students seeking advanced technical education beyond the M.S. degree. The program is designed to provide mastery of a field of knowledge and familiarity with related fields, as well as to develop a capacity for independent study.

To gain a breadth and depth of knowledge, degree candidates are required to take basic work in several fields and advanced work in at least one field. Other parts of the program may be tailored to meet the needs of the individual.

The programs consist of coursework, examinations, and an independent study project. The minimum program consists of 60 credits of work beyond the bachelor's degree, of which 6 to 18 credits are independent study. Each student will be examined in three topics in computer engineering.

48.3 ELECTRICAL ENGINEER

The degree of Electrical Engineer is offered for qualified students seeking advanced technical education beyond the M.S. degree. The program is designed to provide mastery of a field of knowledge and familiarity with related fields, as well as to develop a capacity for independent study.

To gain a breadth and depth of knowledge, degree candidates are required to take basic work in several fields and advanced work in at least one field. Other parts of the program may be tailored to meet the needs of the individual.

The program consists of coursework, examinations, and an independent study project. The minimum program consists of 60 credits of work beyond the bachelor's degree, of which 6 to 18 credits are independent study. Each student will be examined in four topics: engineering mathematics and three fields of electrical engineering.

Candidates, with the approval of the faculty, may work toward the Ph.D. after completing the electrical engineering degree.

XVII. Degree Completion Procedures

49.0 Schedule of Dates

Students who expect to receive advanced degrees at the end of any semester or summer session must observe the schedule of dates prescribed by the Graduate School for submission of theses or dissertations, arrangements of oral examinations in defense of theses or dissertations, or comprehensive examinations in lieu of a thesis for the master's degree. (Copies of the schedule of dates may be obtained each semester or summer session from the Graduate School office or found at *gradsch.syr.edu*.)

49.1 ESSENTIAL STEPS DURING YOUR FINAL SEMESTER

- Register for your final term.
- File your Program of Study (with all required signatures).
- Check your official SU academic records to ensure that:
 - all courses on your Program of Study are properly recorded on your record;
 - all outstanding grades of Incomplete have been resolved;
 - all petitions have been approved by the Graduate Enrollment Management Center (GEMC);
 - your department has notified the GEMC in writing of your having completed all additional requirements (e.g., results of a comprehensive or oral exam, tool requirements, qualifying exams, internships); and
 - the proper documentation of all previous degrees is on file and has been approved by the GEMC.

49.2 ADDITIONAL GUIDELINES FOR STUDENTS WRITING A THESIS OR DISSERTATION

- At least three weeks before the defense, file a Request for Examination form with the Graduate Enrollment Management Center (GEMC).
- At least three weeks before the defense, obtain clearance to schedule your defense from the GEMC.
- At least two weeks before the defense, distribute your thesis or dissertation to all of the defense committee members.
- Hold your defense.
- Implement revisions as directed by committee (if required).
- Obtain signature of advisor and date on title page(s).
- At least two weeks before your graduation date:

Master's—Submit two final archival documents to the Graduate Enrollment Management Center.

Doctoral—Submit one final archival document to the Graduate Enrollment Management Center **along with:**

- one (1) additional copy of both the abstract and title page;
- completed *Microfilming Contract*; and
- completed *Survey of Earned Doctorates*.

XVIII. Academic Principles

50.0 Academic Freedom

A graduate student pursuing studies toward an advanced degree is an adult citizen. Whether or not employed by the University as a teaching or research assistant or as a counselor, the graduate student is a partner within a community of scholars, serving an apprenticeship before undertaking a career of scholarship and research in academic life or elsewhere. Therefore, the University asserts for graduate students the privileges of academic freedom accorded traditionally to the college or university teacher. The graduate student is entitled, both in and out of University classes, to the freedom of thought and expression that is enjoyed by the senior scholars in the University. Accordingly, he or she is subject to the same responsibilities that accompany those privileges. Syracuse University adheres to the ideas of academic freedom as set forth in the 1940 statement, Principles Concerning Academic Freedom and Tenure, for members of the faculty. Concisely restated from these principles, the responsibilities of the graduate student may be described as follows:

The graduate student at Syracuse University is a citizen, a member of a learned profession, and a participant in the academic life of an educational institution. When speaking, writing, or acting as a citizen, he or she should be free from institutional censorship or discipline, but this special position imposes special obligations. As a man or woman of learning and a graduate student at the University, the student should remember that the profession and institution may be judged by her or his conduct and utterances. Hence the student should try at all times to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that he or she is not an institutional representative or spokesperson.

51.0 Academic Honesty

See section 1.0 on page 5.

Student Rights Under the Family Educational Rights and Privacy Act

Syracuse University fully complies with the federal Family Educational Rights and Privacy Act (FERPA) and with procedures recommended by the American Association of Collegiate Registrars and Admissions Officers. This legislation gives students the following rights with respect to their education records:

I. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the University Registrar (106 Steele Hall, Syracuse University, Syracuse NY 13244-1120) written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected.

II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading, although this does not include challenges to the accuracy/fairness of grades in courses or any other assessment of academic performance. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision, of his or her right to a hearing regarding the request for amendment, and of the hearing procedures. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Specific exceptions include:

A. *School officials with legitimate educational interest:* "School official" means:

- (1) a person employed by the University;
- (2) a person, company, or agency with whom the University has contracted for a service; or
- (3) a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" means an educationally related purpose which has a directly identifiable relationship to the student involved and is consistent with the purposes for which the information is maintained. A school official has a legitimate educational interest if, in the judgment of the data custodian responsible for requested information, the official needs to review an education record in order to fulfill his or her professional responsibility. The information sought and provided must be pertinent to and used within the context of official University business and not for a purpose extraneous to the official's area of responsibility. Release of a student's education record to a school official having legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all of the information to a third party, within or outside the University.

B. *Officials of another school in which a student seeks or intends to enroll*, upon the request of such officials.

C. *Parents of a dependent student as defined by the Internal Revenue Service.* A "parent" is a parent, guardian, or someone acting as a parent who meets the IRS standard. Undergraduates at Syracuse University are assumed to be dependents of the parent(s) they list on application materials unless they prove otherwise. Divorced or separated parents will be provided equal access unless the University is provided with evidence of a court order, state law, or legally binding document that specifically revokes those rights. Graduate students will be presumed to be independent of their parent(s) unless the parent(s) provide their most recent IRS tax return with evidence to the contrary.

D. *Appropriate parties in connection with an emergency* if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(Note: Students should refer to their individual school/college(s)' policies concerning parental notification in cases of academic misconduct and academic performance issues.)

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Syracuse University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

V. The right to prevent disclosure of any and all types of personally identifiable information that Syracuse University has designated as "Directory Information."

A. Syracuse University has designated certain items of students' education records as "Directory Information," which may be disclosed under FERPA without students' permission (asterisked items are printed in the University's telephone directory):

Name*
Current address*
Current phone number*
Permanent address*
Permanent phone number
SU e-mail address*
Dates of attendance
Full/part-time status
Class/level*
SU school/college(s)*
Major(s)/degree program(s)
Degree(s) earned and date(s)
Academic awards and honors
Prior postsecondary institutions attended
Athletic participation

B. "Directory Information" may be made available through the following media:

- (1) the University's annual printed telephone directory,
- (2) electronic and Internet directories,
- (3) telephone or written responses to requests from external/third parties,

(4) announcements of academic achievements released by the Office of Public Relations to students' hometown newspapers,

(5) requests from prospective employers seeking information for recruiting purposes,

(6) the annual *Register of Graduates*, and

(7) The Department of Athletics.

C. To prevent disclosure through the media represented in items 1-3, students must file a Request to Prevent Disclosure of Directory Information form with the Office of the Registrar, 106 Steele Hall. Such requests may be filed at any time and will remain in effect permanently (including after departure from the University) or until changed by students.

** To prevent asterisked items from appearing in the University's annual printed telephone directory, students must file the request form within the first two weeks of classes in the fall semester. Requests filed after this deadline in the fall semester will prevent designated Directory Information from appearing in subsequent telephone directories.*

Students who wish to allow Directory Information to be released through items 1-3 above but who want to prevent release of information under items 4-7 must submit separate written requests as follows:

To prevent hometown news releases: submit requests to the Office of Public Relations, 820 Comstock Avenue, Syracuse NY 13244-5040.

To prevent release of information to prospective employers for recruiting purposes: submit requests to the Registrar's Office, 106 Steele Hall, Syracuse NY 13244-1120.

To prevent listing in the *Register of Graduates*: submit requests to the Office of Special Events, 820 Comstock Avenue, Syracuse NY 13244-5040.

To prevent disclosure of information related to athletic participation: student athletes should contact the Department of Athletics.

Syracuse University assumes that a student's failure to specifically request blocking access to any element of "Directory Information" constitutes approval for disclosure.

Questions about FERPA, students' privacy rights, and Syracuse University's compliance procedures may be directed to the Office of the Registrar, 106 Steele Hall, Syracuse University, Syracuse NY 13244-1120.

Individual Responsibility

Under Article 156 of the New York State Penal Code, criminal sanctions are imposed for offenses involving computers, software, and computer data. The offenses include unauthorized use of a computer, computer trespass, computer tampering, unlawful duplication, and unlawful possession of computer-related material. Improper or unauthorized access to, or release or manipulation of, any student record in such form is included within those offenses.

All computers, software, data, business records, and student records of the University in any form, electronic or paper, belong to the institution. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. The University will cooperate with law enforcement authorities in prosecuting all persons who commit any such offense.