ACADEMIC POLICIES

General Academic Policies - all academic policies have been approved by College Senate and the Provost. SUNY Morrisville makes every reasonable effort to provide accurate information regarding current academic policies; however, the college reserves the right to make changes at any time without prior notice. It is strongly recommended that students regularly check this catalog for possible changes.

AP.1 Family Educational Rights & Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (*FERPA*) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal *law* that protects the privacy of student education records. The *law* applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

AP.1.1 Definitions

Student: any person who attends or has attended SUNY Morrisville, for the time period in which they were a student. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered students.

Education Records: any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by and entrusted to SUNY Morrisville or an agent of SUNY Morrisville, which is directly related to a student **EXCEPT:**

1. Records which are in the sole possession of the maker, used only as a personal memory aid and which are not accessible to any other person except a substitute.
2. University Police records created and maintained by University Police for law enforcement purposes.
3. Medical or psychological records maintained for diagnosis and treatment.
4. Employee records of student employees.
5. Information relating to an applicant who does not attend SUNY Morrisville and alumni records about an individual who no longer attends SUNY Morrisville.

School Official: School officials include SUNY System Administration, and other SUNY colleges who have been determined to have legitimate educational interests (i.e., necessary to fulfill her/his professional responsibility). A school official is employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff, a person or company with whom the College has contracted), a person serving on the Board of Trustees, or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing her/his tasks.

A school official has a legitimate educational interest if the official is performing a task related to the student's education, a task related to the discipline of the student, or providing a service or benefit relating to the student or the student's family such as health care, counseling, job placement, or financial aid.

Custodian of Record: An office or college official responsible for maintenance of records in furtherance of her/his duties.

AP.1.2 Right to Inspect and Amend Education Records

Students have the right to inspect and review their education records. Students should submit to the appropriate record custodian a written request which identifies as precisely as possible the record or records to be inspected. The record custodian, or an appropriate college staff person, will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the records may be inspected. Access must be given within 45 calendar days or less from the receipt of the written request. When record information contains information about more than one student, the student may inspect and review only the specific information about the requesting student. Appendix A lists Education Record Custodians at SUNY Morrisville (records and list are not exhaustive).

Amendment of Education Records

Students may ask the College to amend a record they believe is inaccurate, misleading, or in violation of their right of privacy. Following are the procedures for amendment of records:

1. The student must make a written request to the custodial office responsible for the record, precisely identify the part of the record they want changed and specify what is inaccurate, misleading, or in violation of the student's right of privacy.
2. SUNY Morrisville may comply with the request or may decide not to comply. If it decides not to comply, the College will notify the student of the decision within 45 calendar days and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, SUNY Morrisville will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education record. The student may be assisted by one or more individuals, including an attorney.
5. If the custodial office maintaining the record reports to a Vice President, the hearing will be conducted by the Vice President (or designee) responsible for the supervision of this office.
6. If the custodial office maintaining the record is a Vice President, the hearing will be conducted by the President (or designee).
7. SUNY Morrisville will prepare a written decision, within 10 business days of completion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
8. If SUNY Morrisville determines that the challenged information is not inaccurate, misleading, or in violation of the student's rights of privacy, it will notify the student that a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision may be appended to the record.

AP.1.3 Right of College to Refuse Access

SUNY Morrisville reserves the right to refuse a student or applicant request to access to the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived the right of access.

3. Records connected with an application for admission to attend SUNY Morrisville or another unit of the State University of New York if that application was denied.
4. Those records which are excluded from the FERPA definition of education records (20 USC §1232g (a) (4); 34 CFR §99.3).

For those records that contain information on more than one student, the requesting student has the right to view only those portions of the record that pertain to his or her own education record. Personally identifiable information of others may be redacted.

Refusal to Provide Copies of Records

SUNY Morrisville reserves the right to deny to the student transcripts or copies of records not required to be made available under FERPA if the student has any accrued debts or outstanding obligations, owed to the College or to any agency thereof.

AP.1.4 Fees for Copies of Records

The fee for copies of education records is identical to current processing cost of student transcript.

AP.1.5 Disclosure of Education Records to Third Party

SUNY Morrisville will disclose information from a student's education records only with the written or electronic consent of the student, **EXCEPT:**

1. To school officials, SUNY System Administration, campus-related entities (e.g. Auxiliary Services Corporation), persons employed by or under contract to the campus to perform special tasks (e.g. attorneys or auditors), students serving on official committees (e.g. disciplinary or grievance committees) or assisting another school official in performing his or her professional responsibility and other SUNY colleges who have been determined to have legitimate educational interests.
2. Upon request to officials of another school in which a student seeks or intends to enroll.
3. To certain federal, state, SUNY, and local education officials in connection with certain federal or state supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of that aid.
5. If required by a state law concerning the juvenile justice system which law requires disclosure and which was adopted before November 19, 1974.
6. To organizations conducting certain studies/research for or on behalf of the College, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. To accreditation organizations in order to carry out their accrediting functions.
8. To comply with a judicial order or a lawfully issued subpoena after making a reasonable effort to notify the student in advance.
9. To appropriate parties in a health and/or safety emergency.
10. When the student and SUNY are engaged in litigation SUNY Morrisville may disclose to the court education records that are relevant to the litigation.
11. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18 USC, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the campus against the alleged perpetrator of that crime or offense with respect to that crime or offense if the College determines as a result of the disciplinary proceeding that the student committed a violation of the College's rules or policies with respect to such crime or offense. .
12. To anyone the final results reached on or after October 7, 1998 in a disciplinary proceeding in which a student has been determined to have perpetrated a crime of violence or non-forcible sex offense and a violation of College rules or policies.
13. To the parents of a student under the age of 21: information that the College has determined that the student has committed a disciplinary violation relating to alcohol or a controlled substance.
14. To Veterans Administration Officials pursuant to 38 USC 3690 (c).
15. To the Military: Directory information as it is presently defined under the Solomon Amendment, even if the institution has not designated such information as directory information in its policy. (Directory information that must be released to the Military: student's name and address, telephone listing, date and place of birth, class level, academic major, degrees received, and the educational institution in which the student was most recently enrolled. Information that is not required to release to the Military: directory information, but only if the student has requested that the College not release such information to anyone, information the institution certifies it does not have, and information not defined as directory information.)
16. Where the information to be disclosed is designated as Directory Information.

AP.1.6 Record of Requests for Disclosure

SUNY Morrisville record custodians will maintain records of all external requests for, and/or disclosures of, information from a student's education records for as long as those records are maintained. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting the information. The record of requests may be reviewed by the parents of eligible students.

Record keeping is not required if disclosure is to:

- The student
- A school official with a legitimate educational interest
- A party with written consent from the student
- A party seeking directory information
- A federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires non-disclosures

AP.1.7 Student Consent to Release Information

If a student wishes to grant access to student academic information to a particular party (e.g. parent, legal guardian), they must complete the Consent for Access form found on the registrar's webpage (https://www.morrisville.edu/contact/offices/office-of-registrar/) or in the Registrar's Office.

AP.1.8 Departmental Releases

The Dean of Students office requires signed consent to exchange information for anyone that wants to allow a third party to review their redacted discipline record. This form is available in Residence Life and the Dean of Students Offices. Discipline records are covered in the Student Handbook, Student Code of Conduct.

AP.1.9 Right to File a Complaint

Students are afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by SUNY Morrisville to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

AP.1.10 Personally Identifiable Information

Information may be shared by a school official in furtherance of her/his duties for educational purposes. When information is requested by non-school officials, the request must be reviewed according to the following criteria. There are two categories of student information relevant to this policy. The first, Personally Identifiable Information, is data that SUNY Morrisville will not share without written consent of the student. The second, Directory Information, is data that may be shared without written consent of the student. Exceptions are possible based on federal and state legal statutes.

Disclosure of directory information is discretionary rather than mandatory. SUNY Morrisville has the right to disclose Directory Information to some persons/entities but not others. Requests for student directory information that meet a legitimate College interest, and which are in compliance with Information Resources security policies, must be addressed to the Student Registration and Record Services Office for approval.

Personally Identifiable Information (consent needed)

- Email addresses that are not assigned by SUNY Morrisville
- Date and place of birth
- Social Security number
- Campus ID or digital identity
- Citizenship
- Race
- Gender
- Religion
- Grades including mid-semester evaluations
- Schedule of classes
- Withdrawal date
- Vehicle registration plate number
- Driver's license number
- Credit card numbers
- Criminal record
- Name(s) of student family members
- Address(es) of student family members

AP.1.11 Directory Information (no consent needed for release)

- Name
- Permanent address
- Telephone number(s) (other than local number as listed in the Campus Information Directory)
- SUNY Morrisville e-mail address
- Local telephone number as listed in Campus Information Directory
- Local Address as listed in Campus Information Directory
- Individual photograph or electronic image
- Class standing
- Age in years (does not include birthdates of individual student)
- Academic Major
- School of Study
- Dates of attendance
- Degree(s) earned
- Honors, awards, special recognitions, scholarships
- Participation in officially recognized college activities, events, and sports
- Height and weight (student athletes only)
- Student's most recent educational institution attended

AP.1.12 Student Request for Confidentiality

Any student who wishes his/her directory information to be unlisted must submit a written request to the Registrar - advisably by the end of the first week of the semester. Thereafter, the student's directory information will remain unlisted until the student requests otherwise.

AP.1.13 Consent to Use of Photographic Images

Registration as a student and attendance at or participation in classes and other campus and College activities constitutes an agreement by the student to the College's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and College activities.

AP.1.14 Education Record Custodians at SUNY Morrisville

Records and list are not exhaustive.

- **Student Registration and Record Services:** maintains the academic records for all undergraduate and graduate students; and is responsible for the official college transcript for all students.
- **Financial Advisement Office:** maintains all records relating to student financial aid (other than students/parents/guardians income tax returns for FAFSA).
- **Bursar, Student Accounts Office:** maintains records relating to student payments, receipts, exchanges, refunds, residence hall damage charges, unmet financial obligations, issues related to TAP certification and New York State residency.
- **Educational Opportunity Program Office:** maintains records relating to EOP students including personal, financial and academic records.
- **Academic Department Offices:** maintains unofficial academic documents, and department information for faculty and students within each respective department.

- **Dean of Students:** maintains student discipline records.
- **Payroll Office:** maintains student employment records.
- **Residence Life and Housing Office:** maintains student housing records including current address, records of residence hall disciplinary actions, requests for single rooms and accommodations for special housing needs, residence hall damage assessments, and resident assistant employment information.
- **Career Services Office:** maintains records relating to career planning and job or graduate/professional school placement.
- **International Programs Office:** maintains records, personal data, and recommendations relating to overseas academic programs.
- **Advisement Office:** maintains information relating to student academic performance and advisement related information.

AP.2 The Grading System

Information on Grades, Different Grade Modes (S/F, P/NP) Grade Points, Calculating GPA, Course Drops, Withdrawal from College

AP.2.1 Grades & Grading

Associate & Bachelor's Degree Grades & Grading

Letter grades are used to indicate student success in achieving the specific purposes of a course. The grading system designates:

LETTER GRADE	SIGNIFICANCE
A, A-	signifies a superior knowledge of a body of material, its function & interpretation.
B+, B, B-	signifies an above-average knowledge of a body of material and its function.
C+. C. C-	signifies an average knowledge of a body of material.
D+, D	signifies a minimum knowledge of a body of material.
F	signifies failure to attain a minimum knowledge of a body of material.

A letter grade of A through F is employed when both of the following criteria are met:

1. the performance of each student is monitored and evaluated by the instructor with some specific measure of each student's cognitive achievement;
2. the nature of the course and the measure(s) of student achievement employed lend themselves to the full range of grades (A through F).

Master's Degree Grades & Grading

Letter grades are used to indicate student success in achieving the specific purposes of a course. The grading system designates:

LETTER GRADE	SIGNIFICANCE
A, A-	signifies a superior knowledge of a body of material, its function & interpretation.
B+, B, B-	signifies an above-average knowledge of a body of material and its function.
C+, C	signifies an average knowledge of a body of material, but not passing for graduate work.
C-, D+, D, F	signifies failure to attain a minimum knowledge of a body of material

AP.2.2 Additional Grade Modes

Associate & Bachelor's Degree Additional Grade Modes

LETTER GRADE	SIGNIFICANCE
(I)	Imputed credit
S	Satisfactory indicates meeting minimum criteria for passing the course
U	Unsatisfactory indicates failure to meet minimum criteria for passing the course
P	Passed
NP	Not passed
X	Dropped Course
W	Withdrew from institution prior to end of week 10
WP	Withdrew from institution after week 10, passing course at time of withdrawal
WF	Withdrew from institution after week 10, failing course at time of withdrawal
I	Incomplete
NR	Not reported by faculty

Master's Degree Additional Grade Modes

LETTER GRADE	SIGNIFICANCE
X	Dropped course
W	Withdrew from institution prior to end of week 10
WP	Withdrew from institution after week 10, passing course at time of withdrawal
WF	Withdrew from institution after week 10, failing course at time of withdrawal
I	Incomplete
NR	Not reported by faculty

AP.2.3 Calculating the Grade Point Average

Quality Points/Grade Point Average

A student's level of scholarship is determined by the following system of quality points per semester hour of credit:

GRADE	QUALITY POINTS
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67

C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0

Grade point averages are determined by dividing the total number of quality points by the total number of credit hours for which a student has been graded. For example, a grade of C in a three-credit-hour course is equivalent to six quality points.

The following grades do not yield quality points and are not added into the divisor in the GPA calculation:

LETTER GRADE	SIGNIFICANCE
S	Satisfactory indicates meeting minimum criteria for passing the course
U	Unsatisfactory indicates failure to meet minimum criteria for passing the course
P	Passed
NP	Not passed
X	Dropped course
W	Withdrew from institution prior to end of week 10
WP	Withdrew from institution after week 10, passing course at time of withdrawal
WF	Withdrew from institution after week 10, failing course at time of withdrawal
I	Incomplete
NR	Not reported by faculty

The grade point average is computed each semester to determine GPA. After the first semester, the cumulative GPA is computed by dividing the total number of quality points earned to date by the total number of credit hours completed to date. The GPA is computed only on credits earned at Morrisville. Transfer credit from other colleges is not included in the computation.

AP.2.4 Imputed Credit

Imputed credit courses are remedial/developmental courses that do not count as credit towards graduation.

Imputed credit courses are identified on the transcript by an (I) following the letter grade.

The list of courses meeting these areas can be found in the SUNY Morrisville Catalog.

AP.2.5 Satisfactory/Unsatisfactory

Satisfactory and unsatisfactory grades are entered on the student's transcript but are not used in computing grade point averages.

Satisfactory grades are included into total credits towards degree completion.

A grade of F in a S-F course does not disqualify the student from Dean's or President's list.

Courses which may be graded either S (satisfactory) or F (failure) are designated as such when the course is proposed and approved.

AP.2.6 Pass/Not Pass

- A grade of P will earn regular credit toward graduation but will not be included in calculation of the cumulative average.
- A grade of NP will be recorded on transcript but will not be included in calculation of the cumulative average.

This option should be considered by a student who wishes to explore an area of interest outside his/her current major degree requirements without such a course affecting the GPA, and only in consultation with their advisor and college Dean

The rules for the selection of the Pass-Not Pass option are as follows:

- it is the responsibility of the student to make sure s/he selects P-NP courses within the rules of this college and with the approval of the advisor and Dean.
- the course must be selected by the student before the end of the 20th day of each semester; the P-NP option form must be submitted to the Registrar's office before the end of the 25th day of instruction each semester.
- no more than one lower division and one upper division course of four hours or less may be selected, for a total of one course for an Associate's degree program and two courses for a Bachelor's degree program.
- Only one course may ever be taken P-NP within a minor. (Some courses are offered only on a Pass-Not Pass basis; such courses would not prevent students from selecting this additional course on a Pass-Not Pass option.)
- once the form is filed in the Registrar's office, the student may not change back to a conventional grade (A-F) for that course, nor may s/he change from a conventional grade to a P-NPF option.
- the P-NP option is not available for imputed credit courses or courses which are designated to be graded S/F. This is effective beginning the spring semester 1994.

Procedure:

- Pass/Not Pass request form must filled out and signed by the student and advisor.
- the space provided under "Advisor Comment" is to be used by advisors to indicate their views concerning the P-NP selection.
- the form should be sent to the proper school office to be reviewed and signed by the Dean. It will be filed in the student's folder and forwarded to the Registrar's office. Once processed, copies of the form should be sent to the appropriate people (as indicated at the bottom of the form).
- The grade mode for the course will be updated in Banner and in the faculty & student web portals

AP.2.7 Dropped Course – X Grade

- Students may drop a course after the fifth instructional day and before noon of the last instructional day of week ten (10) of the semester.

- A course drop will result in an X grade on the student permanent record.
- A dropped course is not counted in total credits or in the calculation of grade point average.
- After the first two weeks of classes, a student will be charged $20 per form for a student-initiated course drop, add, or delete.

AP.2.8 Withdrawal from College – W Grades

1. Registrar's office assigns W, WP, WF grade to all courses when student is properly withdrawn from college.
2. Students withdrawing within the first 10 weeks will receive a grade of "W" for all courses.
3. Students withdrawing after the tenth week of the semester will receive grades of "WP" (withdraw passing) or "WF" (withdraw failing) as assigned by the faculty.
4. Students wishing to withdraw after completing a course of less than 15 weeks who wish to keep the earned grade will not be processed a withdrawal. The remaining ungraded courses will be processed as drops on the transcript.

AP.2.9 Incomplete Grades

- Incomplete (I) indicates that the student has not completed the course and that a grade is being withheld until the work is performed and approved.
- The Incomplete (I) will automatically change to an F for students unless the incomplete is converted to regular letter grade by the end of the last day of classes of the following semester.

Rules for Incomplete Grades:

1. An incomplete may be given only when circumstances leading to a student's failure to complete course requirements are known to be beyond the student's control. "I" may be given for extended illness, incapacity due to accident or situations producing unavoidable periods of absence from class or final exams. The form to be completed for an I grade is available in each Dean's office.
2. Student must meet requirements for the I graded course by the end of the week 14 week of the following semester. If not made up it becomes an "F." Extensions may be granted with agreement of the faculty member and approval of the Provost.
3. "I" grade is not computed in the Grade Point Average.
4. Students with "I" in courses graded A-F are ineligible for honors, Dean's List, President's List.
5. An "I" grade which does not reflect the student's actual achievement may be changed at a later date, thus qualifying the student for Dean's List status. At this time, a retroactive Dean's List letter should be issued.

AP.3 Course Audit Policy

Course auditing consists of class attendance and participation at a cost of $50.00 per course with no academic credit to the auditing Individual. A $50.00 fee will be charged for each course audited. Auditing of courses is allowed by permission of the School Dean and course instructor. Auditing privileges shall not deny enrollment to regularly enrolled students. Per SUNY policy, senior citizens (age 60 or above) may audit courses on a space available basis free of charge.

Neither adherence to normal academic requirements nor grades are required for course auditors. Restrictions on admission to courses with educationally necessary prerequisites and with extensive laboratory or individualized studio activities are subject to the discretion of the School Dean and the course instructor.

AP.4 Special Project Guidelines

Students taking "Special Project" courses may earn up to three credit hours for courses designated as Special Projects in their associate degree and an additional three hours credit for Special Projects in their baccalaureate program.

A total of six Special Project credits may be awarded in a baccalaureate program with three credits coming at the lower division level and three from the upper division level. Students at the associate's level will not be given credit for upper division level Special Projects.

Students registering for three one credit Special Projects must do so by the end of the first week of the semester; students registering for two one credit Special Projects must do so by the end of the fifth week of the semester; and students registering for a single one credit Special Project must do so by the end of the tenth week of the semester.

First semester students are not restricted from registering for a Special Project. However, this course offering assumes that the student possesses a certain degree of academic maturity. For some students, it may not be in their best interest to register for a Special Project during their first semester of study.

Students who are not in their first semester of study must have maintained an overall GPA of 2.0 or better in order to register for a Special Projects course. Students are required to work at least 45 hours per credit hour. This will include any formal meetings with the instructor, any lab related work and any outside work. This should be clearly stated in the description of the Special Project course offering in the course catalog.

No non-faculty may offer a Special Project without the direct advisement and approval of faculty members from the school in which the course is being offered.

Any faculty offering a Special Projects course must submit written documentation at the beginning of the project that describes the goal, activities, and outcome of the project. This documentation must be included in the student's permanent file.

A similar form will be used for all schools. The form will require five signatures: the student, advisor, faculty supervisor, Dean of the student's school, and the Dean of the crediting school.

There is no restriction on the number of special projects students a faculty member may have during a particular semester.

AP.5 Cross Registration

SUNY Morrisville supports students who wish to cross-register for a course at another SUNY College.

Cross registration is primarily intended to resolve scheduling conflicts for required courses that would delay timely program completion. By providing access to required courses at other SUNY campuses, cross registration allows students to complete requirements in situations where a course or courses are unavailable at their home campus.

Home Institution = the institution where you are matriculated.
Host Institution = the institution you are seeking to take additional courses with.

1. Students must be in good academic standing and be registered for at least half of the credits at their home institution (e.g. enrolled in a minimum of 6 credit hours at Morrisville) to cross-register.
2. Only courses that will transfer into your program will be approved. Credit courses must be applicable toward the student's degree at SUNY Morrisville as a required or elective course for their primary degree or certificate.
3. SUNY cross-registration is offered only for fall and spring semesters. Winter and summer courses are not included.
4. Credits earned through cross-registration are recorded on the Morrisville transcript as a transfer course.
5. Cross-registered courses do not count towards residency course requirements for graduation.
6. You must have the approval of the Home and the Host institution. You are responsible for ensuring that the courses meet the requirements of your degree.
7. Please be advised that even if you have the permission of the instructor or have satisfied the pre-requisites necessary for enrollment at the Host institution, you still need to fill out the Online SUNY cross-registration form in order to be considered to be officially cross-registered on the course.
8. Registration deadlines vary by college. Students are responsible for contacting the host institution for registration related dates and deadlines.
9. If you are not enrolled for a minimum of 12 credit hours applicable to your degree (combined enrollment between your Home and Host institution) by the date in which you incur full liability, you may be disqualified for certain aid programs (e.g. TAP, Excelsior Scholarship, etc.).
10. If you drop a course and your combined load is less than 12 credit hours, then you may be liable as the Financial Aid may have to be adjusted.
11. Student's submission of the cross-registration form through the secured online form will allow both institutions to communicate to coordinate the cross-registration process. Please have all the information about the course you intend to cross-register (course number, course title, credit hours, etc.) prior to submitting the form.
12. Any immunizations requirements by the Host institutions are the responsibility of the student.
13. Students seeking to register at a Community College must also comply with the Certificate of Residency requirement for the Host College.
14. Cross-registering for a course is the responsibility of the student. Once you submit your online cross-registration form, you must check your email for communications from the Home and the Host institutions.

Students must adhere to the Host institution academic policies and procedures like dropping a course, adding a course, withdrawing from the Host institution, attendance, grades, etc. All students taking a course at another SUNY college must abide by all appropriate regulations, honor systems, parking regulations and the like at the host institution.

AP.6 Request to Change Catalog Year

The catalog year is what ties the student to the catalog year curriculum that they are required to follow and determines the contract of degree requirements a student must fulfill in order to graduate.

The catalog year defaults to the same semester that the student matriculated in a degree program.

Students are eligible to change their catalog year if it is to their benefit and approved by their academic advisor and academic dean. Any changes to a student's catalog year may result in additional, reduced or updated degree requirements.

It is important to note that students must use a single catalog and cannot use a combination of catalogs for graduation.

By changing catalog terms, a student is responsible for fulfilling all of the graduation requirements in their newly chosen catalog year.

Catalog change requests must be submitted by the last day of the prior semester.

AP.7 Course Substitutions & Waivers

Course substitutions should be submitted by the Academic Dean's Office to allow a course not normally permitted, to fulfill an academic requirement. The Academic Dean is responsible for ensuring that the learning outcomes, subject matter, and materials correspond or have significant overlap, in consultation with appropriate faculty.

Course substitutions should ideally be submitted prior to the student enrolling into the course as it may cause implications for financial aid otherwise.

If a student would like to request that a substitution be done within their major, they will work with their Academic Advisor to make the request by submitting the Degree Required Course Substitution/Waiver form to the Department Chair and Academic Dean.

If the request for course substitution is approved, it will be reflected on the student's Degree Works audit.

Course substitutions are applied only to the degree and program the student is matriculated into at the time of the request.

AP.8 Graduation

Requirements for Graduation and Degree Conferral

AP.8.1 Requirements for Graduation

Students must meet the degree requirements of the catalog for which they are matriculated.

Major and minor degree requirements must be within the same catalog year.

A student may move into a later catalog year if it is advantageous for the student's degree completion to do so. Students must seek guidance from their academic advisor before considering changing their catalog year.

A lapse of attendance requires readmission and will result in a change in the student's catalog.

Associate Degree Requirements

To qualify for the AA, AS, AAS or AOS degree, the candidate must complete the minimum credits, must meet the course and distributive requirements of his/her program, must earn a minimum cumulative GPA of 2.00, and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward the credits needed for graduation.

Bachelor Degree Requirements

To qualify for the BBA, BTech, BS degree, the candidate must complete the minimum number of credits, must meet the course and distributive requirements of his/her program, must earn a minimum cumulative GPA of 2.00 and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward the credits needed for graduation.

Master of Science Degree Requirements

To qualify for the Master of Science degree, the candidate must complete the minimum number of credits, must meet the course and distributive requirements of his/her program and must earn a minimum cumulative GPA of 3.00. No more than two "C" grades may be used to meet graduation requirements. No undergraduate courses may be applied toward the credits needed for graduation.

AP.8.2 Conferring of Degrees

SUNY Morrisville will confer degrees and issue diplomas in May, August and December.

Students graduating from a program of study must be enrolled in that curriculum by the end of the administrative add/drop period in the semester they plan to graduate.

Students receiving an "I" grade on a course required for graduation are eligible to graduate in the semester the "I" changes to a grade.

Students using transfer credits to complete degree requirements shall be graduated and issued diplomas according to the following schedule:

- Transcripts received on campus between September 16 and January 15 will result in a December degree.
- Transcripts received on campus between January 16 and June 15 will result in a May degree.
- Transcripts received on campus between June 16 and September 15 will result in an August degree.

AP.8.3 Statute of Limitations on Degree Completion

Return After an Absence from the College

Any student may return to the college to satisfy degree requirements within a seven-year period after matriculation in a degree program. The student may need to enroll or re-enroll in additional coursework to complete degree requirements and must satisfy residency requirements set forth in policies #6201 and/or #6202. In particular, in the event that the requirements for a program change while a student is separated from the college, the student may be required to enroll in coursework that satisfies the new program requirements, subject to the approval of the Academic Dean after consultation with the appropriate faculty.

Transfer Courses from Another College

A student may satisfy degree requirements at SUNY Morrisville by taking courses at another college and transferring those credits back to Morrisville within a seven (7) year period following matriculation at this college (subject to residency requirements). The courses to be transferred shall have prior approval of the appropriate academic dean. Further, any student not completing his/her prescribed degree program within seven years after matriculation at SUNY Morrisville may need to enroll or re-enroll in additional course work because of changes in the curriculum, subject to the approval of the Academic Dean after consultation with the appropriate faculty.

AP.8.4 Course Limits - Athletic & Music Credits

A student may earn physical education credit by participating in the intercollegiate athletic program at SUNY Morrisville. Students are scheduled into these course sections by the Registrar's Office from lists submitted by the director of athletics at the beginning of each term. All physical education courses will be graded S (satisfactory) or F (failing) and will not be calculated in the cumulative grade point average.

A maximum of four (4) hours of physical education credits can be applied towards degree requirements.

A student may also earn credit for participating in a music ensemble. The ensemble director shall provide a list of ensemble participants to the registrar at the beginning of each term. A student must be scheduled into a different ensemble course each term. A student cannot receive credit more than once for the same course.

AP.8.5 Residency Requirements

Residency Requirement – Associate Degree

All students in two-year programs shall complete a minimum of 30 credit hours in residence at Morrisville.

The following types of successfully earned credits shall contribute toward a student's residency requirement:

- Any Morrisville credits earned from courses taught on- or off- campus
- Any distance learning courses originating or received at Morrisville

The following types of credits will not contribute toward a student's residency requirement:

- Credits transferred from another institution
- Credit awarded for successful completion of a course examination

Specific program majors may require up to 15 of the 30 credits in selected Morrisville courses

Residency Requirement – Bachelor Degree

All students shall complete 30 credits of upper-division course work in residence at Morrisville.

The following types of successfully earned credits shall contribute toward a student's residency requirement:

- Any Morrisville credits earned from courses taught on- or off- campus
- Any distance learning courses originating or received at Morrisville

The following types of credits will not contribute toward a student's residency requirement:

- Credits transferred from another institution
- Credit awarded for successful completion of a course examination

Residency Requirement – Master of Science Degree

All students shall complete at least 21 credits of graduate course work in residence at Morrisville. No more than 9 credits of graduate coursework shall be transferred into any program.

The following types of successfully earned credits shall contribute toward a student's residency requirement:

- Any Morrisville credits earned from graduate courses taught on- or off-campus
- Any distance learning graduate courses originating or received at Morrisville

The following types of credits will not contribute toward a student's residency requirement:

- Credits transferred from another institution
- Credit awarded for successful completion of a course examination
- Prior learning assessment/experience credit

AP.8.6 Dual Degree/Additional Degree

Dual Degree

A student may earn two bachelor degrees (BT, BS, BBA) or one bachelor degree and one associate degree (A.A.S., AS, AA, AOS), or two associate degrees simultaneously. The following restrictions apply:

1. For two associate degrees, at least 15 credits of the major in the first degree must not be contained in the program plan of the major in the second degree (this includes both major courses and required cognate courses).
2. For an associate degree and a bachelor degree or two bachelor degrees, at least 30 credits of the major in the primary degree must not be contained in the program plan of the major in the secondary degree (this includes both major courses and required cognate courses). Beyond the 15 or 30 major credits not in common, all other courses applied to the primary degree may be applied to the secondary degree. Simply stated, there must be, at minimum, a 15-credit (two associate degrees) or 30-credit difference between the majors of the associate degree and bachelor degree or two bachelor degrees.
3. The student must complete the college-wide requirements associated with each degree. The primary difference between degrees relates to the minimum number of liberal arts credits required (AAS degree, 20 credits. AS degree, 30 credits, AA degree, 45 credits, AOS (credits per program requirements), BT and BBA degree 30 credits, BS degree, 60 credits.) The number of liberal arts credits will be determined by both program requirements, if equal, or the greater of the two.
4. To apply for a secondary degree, students must meet the minimum grade requirements required by each degree.
5. Students should be fully aware of any financial aid implications and program/credentialing restrictions before selecting a second degree

Additional Degree

The awarding of an additional, consecutive degree is allowed provided that the significant requirements for both degrees have been satisfied in each program and that a significant amount of course work has been completed beyond that of the initial degree. Without being overly specific, a significant amount of additional course work should be 30 or more credit hours taken at Morrisville which, in most instances, requires an additional year of study.

- This policy applies to the awarding of associate degrees only.
- This policy applies to students that wish to pursue an additional, consecutive degree. In instances in which a student wishes to pursue a dual degree/major concurrently, Policy #6103 applies.
- An additional degree may be of differing types (i.e. an A.A.S., A.S., A.A., etc.) or may be differing majors of the same degree type.
- To obtain an additional degree, the student must comply with Morrisville's statute of limitations on degree completion. That is, degree requirements may be satisfied by taking courses within a seven (7) year period after initial matriculation at Morrisville. The courses that are to be applied to the degree requirements of the additional degree shall have prior approval by the appropriate Academic Dean.
- A student not completing the requirements for an additional degree within the seven-year period may have to enroll in additional course work due to changes in the curriculum. This determination shall be made by the Academic Dean in consultation with appropriate faculty.

AP.8.7 Posthumous Degree

SUNY Morrisville will consider the posthumous awarding of an Associate, Baccalaureate, or Graduate degree for a student who has met the following established criteria at the time of death:

- Associate degree: minimum of 30 credits completed toward the degree, with at least 6 credits completed in-residence at SUNY Morrisville.
- Baccalaureate degree: minimum of 60 credits completed toward the degree, with at least 6 credits completed in-residence at SUNY Morrisville.
- Graduate degree: minimum 50% of the required credits towards the degree completed, with at least 6 credits completed in-residence at SUNY Morrisville.
- Student was in good academic standing (cumulative GPA of 2.0 or higher) and good conduct standing at the time of their passing. Consideration will be given to extenuating circumstances related to the student's passing that may have impacted their standing.

A family member, survivor, or legal representative of the student must request the award of a posthumous degree, or a SUNY Morrisville representative may initiate the request with consent from a family member, survivor, or legal representative. This request must be submitted in writing to the SUNY Morrisville Office of the Registrar. The Registrar will verify the student's passing and will review the request with the Academic Dean, make a recommendation, and forward it to the Provost for approval.

Related Information:

- Instructors will record grades of "P" for any in-progress courses on the student's academic record.
- Latin honors may be awarded with a posthumous degree.
- Diploma and transcript will be issued in the standard format and will include the language "Posthumous Honorary Diploma" and the award date.
- The diploma will be mailed in a diploma cover with a letter from the President to the immediate family at the next degree conferral date.
- The campus President, or Provost as designee, may approve exceptions to cases that do not meet the above criteria.

- SUNY Morrisville may consider alternate honors for those who do not meet the above criteria and for whom an exception is not approved.

AP.9 Academic Honors

Information on President's and Dean's list and Latin (Graduation) Honors

AP.9.1 President's and Dean's List

Students who earn a grade point average of 4.0 and complete a minimum of 12 semester hours of course work will be placed on the President's List. Part time students are eligible after each 12 credit hours accumulated.

Students who earn a minimum grade point average of 3.0 and complete a minimum of 12 semester hours of course work will be placed on the Dean's list. Part time students are eligible after each 12 credit hours accumulated.

- The 12 semester hours of course work must be graded A-F and not include imputed credit courses or courses graded P/NP or S/F.
- Grades of "I" (incomplete), "NR" (not recorded), or "F" (failing) in courses graded A-F, and A-F imputed and P/NP of S/F, will disqualify a student from the list.
- A grade of "A" in all courses graded A-F, and A-F imputed is necessary to qualify a student for the President's List.

An "I" or "NR" grade which is subsequently changed may qualify the student for President's/Dean's list status. At this time, a retroactive letter will be issued by the Dean's office upon receipt of a new transcript for the affected student from the Registrar's office.

AP.9.2 Latin Honors

SUNY Morrisville graduates will receive an honors designation on their diploma and transcript for recognition of superior academic achievement with the following cumulative GPA ranges.

Recognition of baccalaureate graduates is given using the following designations:

- Summa cum laude (3.80 to 4.00 GPA)
- Magna cum laude (3.65 to 3.79 GPA)
- Cum laude (3.50 to 3.64 GPA)

Recognition of associate graduates is given using the following designations:

- Highest honors (3.80 to 4.00 GPA)
- High honors (3.65 to 3.79 GPA)
- Honors (3.50 to 3.64 GPA)

AP.10 Academic Minors

A minor is a course sequence within an area of study that provides a degree of specialization within that area, which can be a specialty within a discipline or a specialty integrating several disciplines. Declaring a minor is optional and only available to students enrolled in baccalaureate degree programs.

Minors shall be designed to be completed within the same timeframe allowed for the completion of the baccalaureate degree. After matriculating in a major, students wishing to obtain a minor shall use the Academic Minor Request Form.

Students must declare a minor prior to completing 105 degree credits required in their bachelor degree.

Coursework in the minor should be in addition to the required coursework in the major.

New York State and federal regulations stipulate that undergraduate students may receive financial aid only for courses that are required for their degree program. Therefore, undergraduate students need to enroll in 12 credits or more of required coursework to maintain full-time status for New York State and federal student aid programs. Courses taken in completion of a minor that are not also required for the student's declared major are not considered "required" for the student's degree for purposes of financial aid. Coursework that solely satisfies a minor is not considered required for New York State and federal aid programs. The only exception is when a minor is included in an approved NYSED major.

Curriculum Guidelines

- A minor shall consist of a minimum of 15 credits, at least 6 credits of which will be upper division (300or 400-level) courses.
- A minimum of 9 credits of a minor shall be completed with courses taken at SUNY Morrisville.
- A maximum of 9 credits may be shared between major core requirements and the minor. Free elective courses in the major may be counted toward the completion of a minor.

AP.11 General Education Requirements

SUNY General Education Requirement

The SUNY General Education Requirement (SUNY-GER) enables students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. (SUNY Board of Trustees Resolution, January 2010).

Effective Fall 2023, SUNY has updated the General Education (GE) Framework system-wide for all Baccalaureate, Associate of Arts (AA) and Associate of Science (AS) degree programs. Associate of Applied Science (AAS) and Associate of Occupational Studies (AOS) degree programs must implement the new SUNY General Education requirements beginning in Fall 2024.

SUNY General Education Knowledge and Skills Areas

A minimum of 7 of 10 categories of knowledge and skills are required for all Baccalaureate, AA, and AS degree programs, effective Fall 2023, and for AAS degree programs, effective Fall 2024.

The following four knowledge and skills areas are specifically required for all undergraduate degree programs:

- Communication: Written (GCW) and Oral (GCO)
- Diversity: Equity, Inclusion and Social Justice (GDV)
- Mathematics and Quantitative Reasoning (GM)
- Natural Science and Scientific Reasoning (GNS)

In addition, a minimum of three of the following six knowledge and skills areas are required for all Baccalaureate, AA, and AS degree programs:

- Humanities (GH)
- Social Science (GSS)

- The Arts (GA)
- US History and Civic Engagement (GUS)
- World History and Global Awareness (GWH)
- World Languages (GFL)

SUNY General Education Core Competencies (both required for all undergraduate degree programs):

- Critical Thinking and Reasoning (CTR)
- Information Literacy (IL)

In addition to completing the SUNY General Education Requirements, some degrees require additional general education credits in the Liberal Arts and Sciences (LAS). Please refer to the academic program catalog pages for specific SUNY General Education Requirements for every SUNY Morrisville degree program. For a list of courses that satisfy the SUNY General Education Requirements and/or Liberal Arts and Sciences Requirements, please refer to the General Education (https://catalog.morrisville.edu/general-education/) catalog page.

AP.12 Academic Integrity

This section outlines student responsibilities regarding plagiarism and the examination process, as well as procedures in the event of violations of the Code of Academic Integrity.

AP.12.1 Responsibilities

The Code of Academic Integrity promotes the academic and professional success of the student. Maintenance of the academic integrity of the learning experience at SUNY Morrisville is the responsibility of all members of the college community. Integrity in the form of academic honesty is necessary for learning and is a condition for all classroom/laboratory activities, learning experiences, and evaluations. All forms of academic dishonesty, including unauthorized collaboration, copying, cheating, fabrication, and plagiarism as well as the facilitation of any of these are violations of the Code of Academic Integrity and the Student Code of Conduct.

Academic dishonesty may result in penalties as severe as a failing grade in the class or even dismissal from the college.

AP.12.1.a Plagiarism

1. Any submitted course assignment, whether orally presented or in written or digital formats, must be of original authorship and follow prescribed citation guidelines. It should also follow any additional integrity guidelines unique to the course as explained in assignment instructions or the course syllabus (e.g., use of papers written for other courses, alteration to standard citation guidelines, etc.). Representation in any form of another's work as a student's own shall constitute plagiarism and be a violation of this code.
2. Any charge of plagiarism must be substantiated by a direct correlation in wording, ideas, and/or organization between the original and plagiarized copy.

AP.12.1.b Examination Process

1. All examinations must be taken according to prescribed procedures as determined by the instructor in charge of the course or learning experience. Failure to follow these procedures in a way suggesting the intent to cheat shall constitute a violation of this code.
2. Any form of unauthorized written or electronic material used by a student or evident on his/her person or electronic device during or directly following an examination shall be deemed to be evidence of intent to cheat and constitute a violation of this code.

AP.12.1.c Other Instances of Dishonesty

1. Unless specifically allowed by the instructor in charge of the course or learning experience, any unauthorized correspondence between/among students during any examination or during the preparation of submitted work, which can be substantiated by physical proof or eye-witness verification shall constitute a violation of this code.
2. In cases where infractions of the code appear to have occurred, but where the specific violator(s) cannot be determined, the instructor may require all involved student(s) to be retested, or to resubmit a comparable assignment with proof of its originality.

The listing in this code of ways to cheat or to otherwise engage in academic dishonesty are not meant to exclude forms of dishonesty that are not listed or which may become possible in the future. It is the intention of this code to encourage students to engage in ethical and professional behavior that will reflect positively on them and the College.

AP.12.2 Procedures in the Event of Violations of the Code of Academic Integrity

AP.12.2.a Reporting Violations

1. Violations of the code shall be determined by the instructor in charge of the course or learning experience in which the alleged violation reportedly occurred and shall be reported at his/her discretion.
2. Copies of the evidence, or of other supporting materials, as well as the names of student(s) involved in a violation of the code, shall be forwarded to the student's academic dean. When possible, the instructor will first discuss the violation of the code with the student(s) prior to this notification.
3. Upon notification of a violation, the dean of the student's School will discuss the case with the instructor.
4. If the dean agrees that a violation has occurred, the School office will officially notify the student that a violation of the Code of Academic Integrity has occurred and that a sanction, as determined below, is being imposed. The student will also be notified of their specific rights to appeal as laid out below. This notification shall be sent to the student's local address and via electronic mail to the student's campus e-mail account.
5. The instructor will also receive a copy of the letter officially notifying the student of the violation.
6. Faculty Appeal Procedure: Should the dean disagree with a faculty member that a violation of the code has occurred, the faculty member may appeal in writing to the provost within ten business days of being notified that the violation will not be pursued. The provost will make the final determination as to whether the case will be officially pursued. The faculty member should be aware that should the student appeal the violation, the dean has final say on whether the violation occurred in the case of the first and second official violations of the code.

AP.12.2.b The First Violation of the Code

1. The penalty for the first violation of the code shall be the total loss of credit (a '0') for the assignment, project, or examination or similar penalties for any other type of learning experience(s). This penalty may result in a student failing the course or other learning experience(s).
2. Student Appeal Procedure: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean

within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

AP.12.2.c The Second Violation of the Code

1. The penalty for a second violation of the code shall be the earning of a grade of 'F' in the appropriate course or similar penalties for other learning experiences. The second violation of the code need not happen in the same course or learning experience. Students will not be allowed to drop the course to avoid this penalty.
2. Student Appeal Procedure: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

AP.12.2.d Subsequent Violations of the Code

1. The penalty for subsequent violations of the code shall be the earning of a grade of 'F' in the appropriate course or similar penalties for other learning experiences. Reported violations of the Code of Academic Integrity beyond the second become a serious breach of the Student Code of Conduct.
2. Upon receiving a report of any violations of the code beyond the second, the student's academic dean shall forward the case including all supporting information and the names of the student(s) involved to the Dean of Students for review by the College Judicial Board in accordance with published College Judicial procedures. For review of these violations, the Dean of Students will assemble a Board consisting of faculty only to hear the case.
3. Student Appeal procedure: Student appeal of subsequent violations will follow Judicial Board appeal guidelines.

AP.13 Academic Grievance System

The student academic grievance system provides responsible institutional alternatives for the student who has a legitimate complaint to make against a member of the faculty. The grievance system is intended primarily to safeguard the rights of students, but also to protect the faculty from complaints that are unsupported or insubstantial. The grievance system is not intended either to change existing academic or college policy or to persecute, penalize or in any way diminish the academic freedom of individual faculty members.

AP.13.1 Scope

1. For the purposes of this proposal, a grievance shall be a complaint of the following:
   a. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the college, school, or curriculum.
      AND/OR
   b. Unfair or inequitable treatment by reason of any act or condition which is contrary to established policy or practice governing or affecting a student of this college.
      AND/OR
   c. Prejudiced, capricious, or manifestly unjust academic evaluation.
2. To facilitate this procedure the following general guidelines are provided:
   a. A grievance complaint must be initially presented within 21 calendar days of the alleged grievance excluding any intersession and/or vacation.
   b. A grievance complaint must be initiated by the individual affected.
   c. Any student may present a grievance complaint, subject to these guidelines.
   d. If any grievance complaint originates at the department level or higher, an informal settlement should be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.

AP.13.2 Grievance Structure

1. **Step 1 - The Department Level** (It is recognized that many grievances are merely faculty-student misunderstandings and can be settled at this level. Therefore, in the interest of informal settlement, this step has not been significantly altered from the present system.)
   a. In the case of grievance a student has with a faculty member, the student should attempt an informal settlement with the faculty member. There may be instances when the student feels that s/he needs to involve his advisor or department chairperson in a specific case.
   b. If no mutually satisfactory informal settlement can be reached with the faculty member, then the student may file a written statement of his grievance with the chairperson of the department in which the grievance occurred. The chairperson shall hold an informal meeting with the student and the faculty member, and make a decision within one week after the meeting.
   c. If either party is dissatisfied with the decision made by the chairperson, it is the responsibility of the chairperson to inform both parties of the next possible recourse, namely, to appeal the decision to the Dean of the school in which the curriculum is located. Intent to appeal should be filed, in writing, in the office of the School Dean within 10 days after receipt of the department chairperson's decision.
   d. If the grievance is initially with a department chairperson, then the student should attempt an informal settlement with that individual. If no mutually satisfactory decision can be reached, then the grievance should be filed with the School Dean as outlined above.
2. **Step 2 – The School Level**
   a. Should either party be dissatisfied with a decision at the department level, the grievance may be brought, in writing, to the office of the School Dean in which grievance occurred, within 10 days after receipt of the department chairperson's decision. The chairperson should make available all information relating to the case, his/her decision regarding the case and reasons for the decision, and forward statements, arguments, etc., from both parties involved in the case.
   b. The School Dean should convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance

should be handled in some other mutually acceptable manner. It shall be the responsibility of the School Dean to make these alternatives known to all parties involved in the case.

c. Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide them with assistance. Choice of assistance of this type would be left to the individual parties involved, but s/he or she must be a member of the SUNY Morrisville Community.

d. After hearing all facts and opinions relevant to the case, the School Dean shall make a decision regarding the specific grievance. S/he shall notify, in writing, all parties involved within one week.

e. A copy of the decision and all pertinent materials shall be kept in the student's file in his/her School Dean's office at least one year after the student has graduated or left school.

f. Should either party be dissatisfied with the decision, it is the responsibility of the School Dean to inform all involved parties of the next step, which is to appeal the decision to the Academic Grievance Tribunal.

3. **Step 3 – The Academic Grievance Tribunal**

a. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.

b. Notice of intent to appeal should be filed in the office of the Vice President for Academic Affairs, within one calendar week after receipt of the decision of the School Dean.

c. Composition

i. Faculty – There shall be three faculty members chosen by the faculty member involved in the dispute from a list of 20 faculty members supplied by the Vice President for Academic Affairs of the College.

ii. Students – There shall be three student members chosen by the student involved in the dispute from a list of 20 students supplied by the Provost and Vice President for Academic Affairs of the College.

iii. Administrator – The Vice President for Academic Affairs shall be the administrative representative on the Tribunal. The administrative representative shall also serve as chairperson of the Tribunal. The chairperson will have a tie-making or breaking vote.

d. Procedures

i. In all cases arising from an appeal, the appellant shall submit written arguments within ten days of the filing of his notice to appeal.

ii. A copy of said arguments shall be filed with the Vice President for Academic Affairs and a copy sent to the respondent.

iii. The respondent then may file written arguments within ten days of receipt of the appellant's arguments, one copy to be submitted to the Vice President for Academic Affairs, and one copy to the appellant.

iv. Upon being notified by the Vice President for Academic Affairs of a pending appeal, the School Dean shall forward all records of his findings and recommendations, and the reasons for the decisions, to the Vice President for Academic Affairs.

v. The Vice President for Academic Affairs shall invite both the appellant and the respondent to choose the faculty and student membership for the Academic Grievance Tribunal. Both the appellant and the respondent shall have the opportunity to challenge any member of the Tribunal and to have that individual removed from the Tribunal if cause can be established. The Vice President for Academic Affairs or the President of the College shall determine whether or not cause has been established in each case.

vi. Once the appellant and the respondent agree upon a seven member Tribunal, the Vice President for Academic Affairs shall schedule the hearing within two weeks.

vii. At said hearing, both the appellant and the respondent shall be given the opportunity to make any oral arguments. Either party may again have someone present to provide them with assistance, as described above in Section II, B-3. Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining of witnesses, etc., and other provisions as found necessary by this Tribunal in its operations.

viii. In cases involving charges of discrimination on the basis of race, color, national origin, religion, age, disability or marital status, the Campus Affirmative Action Officer shall sit with the Tribunal in an advisory capacity during the review and deliberations.

ix. The Tribunal shall then render its decision which shall be final. In the event of a tie the grievance shall be submitted to the President of the College whose decision shall be final. Copies of the decision shall be sent to the appellant, the respondent, and the Vice President for Academic Affairs within one week of the decision. The Vice President for Academic Affairs will be responsible for this decision being carried out.

x. Copies of the decision and all pertinent materials shall be kept in the student's file located in his/her School Dean's office for at least one year after the student has graduated or left school.

AP.14 Class Attendance & Participation Policy

1. Students are expected to attend and participate in all scheduled classes and laboratories. However, special circumstances such as illness, religious holidays, travel difficulties, family emergencies, military deployment and active participation in college-sponsored events, such as sports, may make certain absences unavoidable. In such instances, students should notify instructors of these special circumstances in advance of missing class.
2. Each instructor will distribute an attendance/participation policy statement, defining excessive absences and expected participation, the first week of classes each semester, and include these policies on the syllabus. These will be approved by the appropriate Dean to assure no conflict between individual attendance policies and college policy; copies will be on file in the instructor's school office. Students are responsible for understanding the attendance and participation policy (including procedures for making up missed work) of each of their instructors.
3. When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor will raise a flag in Starfish and notify the student's Dean, who will address the concerns with the student, which may include an academic warning. An instructor may initiate discussion to determine the advisability of

the student's dropping or continuing the course in which excessive absences have occurred.

4. A faculty member can suspend a student from class or laboratory for disruptive behavior, that is, for actions which interfere with the orderly conduct of the session or which threaten bodily harm to others. All such cases must be referred within 24-hours to the student's Dean, with a full report. If the student cannot be reinstated in the class or laboratory within one week of the day of suspension, the case must be referred to the Provost for resolution. If a student is suspended, the student is still responsible for all course assignments, readings, and work if and when they may be reinstated.
5. Extended, unavoidable absences or complete lack of participation will usually result in student withdrawal. However, in unusual situations where the student indicates a desire and an ability to complete course work even though away from campus, he/she may petition his/her Dean for permission to continue academic work (in absentia). The Dean will then consult with the student's instructors and, on the basis of these consultations, advise the student to withdraw from the college, to drop courses, or to finish courses under the supervision of consenting instructors.
6. Although regular class attendance will not guarantee passing grades, irregular attendance and a lack of engaged participation will usually have an adverse effect upon grades. Because final student evaluation is based upon measurable academic achievement, instructors will not lower final grades solely on the basis of absences. However, instructors may include attendance and participation points as part of the grading scale.
7. SUNY Morrisville students must attend class to maintain their awarded federal aid. In a distance education context, students must participate in the class or be engaged in academically related activities (such as assignment submission, discussion posts and so forth). Federal financial aid eligibility requires SUNY Morrisville to identify and submit the record of the students who have not attended class and reduce their federal financial aid award accordingly.

AP.15 Student Standing

Student "academic standing" shall be based on the following credit hour accumulation levels:

- First year: 0-30 credit hours
- Second year: 31-60 credit hours
- Third year: 61-90 credit hours
- Fourth year: 91 - above credit hours

Student "financial aid standing" shall be based on the following credit hour accumulation levels:

- First year: 0-29 credit hours
- Second year: 30-59 credit hours
- Third year: 60-89 credit hours
- Fourth year: 90- above credit hours

AP.16 Academic Standing

Academic Performance and Academic Progress

The College makes a distinction between a student's academic performance and their progress toward a degree and will notify the student if there are concerns in either area.

Academic Performance

Student grade point averages (GPAs) will be evaluated at the end of each semester and decisions regarding the student's academic standing will be made according to the Academic Standing table. The criteria are used to determine eligibility to continue at the College. A student may be in good standing, may receive an academic warning, may be placed on academic probation prior to dismissal, or may be dismissed from the College depending on their GPA.

Academic Progress

It is important that students make adequate academic progress toward the completion of their degree. Inadequate progress notifications may be triggered by failing to maintain at least 12 credits (for full-time students), dropping a class that is required by the major, failing a class that is required by the major, or not achieving a required minimum grade in a class that is required by the major. In the event that a student does not continue to make academic progress for any of these reasons, they will be notified by their Academic School Office. This notification does not carry any direct consequence from the college, but lack of progress may affect a student's financial aid or scholarship awards. Additionally, some programs may carry stricter penalties for students who are not progressing in their major and students will be made aware of these.

Academic Standing

Academic standing will be evaluated at the end of each semester. A student may be in good standing, may be issued an academic warning, may be placed on academic probation prior to dismissal, or may be dismissed from the college, depending on their cumulative GPA.

Academic standing is determined based on the GPA criteria outlined on the AP.16 Academic Standing webpage (https://www.morrisville.edu/academics/ap16-academic-standing/).

AP.16.1 Good Academic Standing

A student maintains good academic standing with a cumulative GPA of at least 2.0. Any student with a cumulative or semester grade point average of less than 2.0 may be issued an academic warning; placed on academic probation; or dismissed from the college.

AP.16.2 Academic Warning

Academic Warning is a designated academic status assigned to a student who is not in good academic standing as a result of not meeting GPA requirements. Students with a cumulative GPA between 1.75 and 1.99 will be issued an Academic Warning notice from the College. The Academic Warning status may also jeopardize a student's eligibility for Federal and State Financial aid and/or scholarships. Students will be notified separately by the Financial Aid Office of any change in financial aid eligibility.

AP.16.3 Academic Probation

Academic probation is a designated academic status that requires a contractual agreement in order for students to continue their education at SUNY Morrisville. Students must review and sign an agreement outlining their personal plan-of-action to work towards returning to good academic standing. Failure to successfully complete the terms of the agreement may result in academic dismissal. Failure to complete and submit their personal plan-of-action agreement by the indicated deadline may also result in academic dismissal. The Academic Probation status may also jeopardize a student's eligibility for Federal and State Financial aid and/

or scholarships. Students will be notified separately by the Financial Aid Office of any change in financial aid eligibility.

AP.16.4 Academic Dismissal

Academic Dismissal is dismissal from the college due to the student's inability to maintain good academic standing or meet the terms of an Academic Probation contractual agreement. Students have the right to appeal an academic dismissal to request reinstatement; however, reinstatement is not guaranteed.

AP.16.5 Dismissal Appeals

Students have the right to appeal an academic dismissal to request reinstatement. To begin the appeal process, students should complete the Academic Dismissal Appeal Form by the deadline outlined in their dismissal letter. This form and all supporting documentation must be received by the deadline. Appeals will be evaluated by the Academic Review Committee comprised of representatives from offices including Campuswide Advising, Financial Aid, the Registrar, the Academic Deans, EOP, Student Affairs, and other offices as needed. In the appeals process, special consideration will be given to students who have maintained good academic standing for the majority of their academic career.

AP.17 Academic Fresh Start

Fresh Start is an appeals procedure that allows undergraduate students returning to SUNY Morrisville after a prolonged absence to regain good academic standing and accomplish their educational goals. With Fresh Start, students may choose to exclude up to 15 credits for an Associate's degree and up to 30 credits for a Bachelor's degree. Excluded credits can apply to courses with a grade of D+ or below (i.e., D+, D, or F) so the student can attain a 2.0 overall grade point average (GPA).

Eligibility

- Students must not have taken any coursework as a matriculated student at SUNY Morrisville for a minimum of 4 full (fall and spring) semesters prior to readmission.
- Prior to readmission, students will not have attempted more than two semesters of coursework at SUNY Morrisville if enrolled in an Associate's degree program or more than four semesters of coursework if enrolled in a Bachelor's degree program.
- Students must meet all criteria for readmission, be accepted for readmission, and have completed Fresh Start appeal paperwork prior to beginning the new semester.
- Readmitted students who have appealed under the Fresh Start policy must complete a full-time probationary semester of at least 12 credit hours. In this probationary semester, students are not permitted to drop any courses and must receive a grade of C or better in every course.
- Once elected, Fresh Start may not be rescinded.

Students may apply for Fresh Start only once during their SUNY Morrisville career.

Procedure

Upon completion of the probationary semester, if all eligibility requirements for Fresh Start (above) have been met then the following procedure shall be followed:

- The student will meet with their academic advisor and complete the FS Course Exclude paperwork, indicating those courses they wish to have excluded from the transcript.
- The academic dean will review and approve the FS Course Exclude paperwork and forward on to the registrar's office for processing.
- Approved courses will be coded as Excluded on the students' academic transcript with the grades and credits being excluded from the cumulative GPA.
- All original credits and grades will remain on the permanent SUNY Morrisville transcript to reflect an accurate academic history.

Fresh Start is a policy of SUNY Morrisville. As such, students should be aware it may not be recognized by outside institutions or for financial aid purposes. Fresh Start does not override state and federal financial aid regulations nor satisfactory academic progress standards. Excluding grades will impact financial aid eligibility. Repeating courses previously passed may not count toward full-time enrollment for financial aid purposes. Students should contact the Financial Aid Office for information on their aid eligibility if considering applying for Fresh Start.

AP.18 Undergraduate Instructional Assistants Policy

An undergraduate Instructional Assistant (IA) is a student enrolled in a credit-bearing course with specific student learning outcomes to assist faculty by providing instructional support. Credit is awarded according to the Assignment of Credit Hours policy, which is found at https://www.morrisville.edu/contact/offices/registrar/assignment-of-credit-hours (https://www.morrisville.edu/contact/offices/registrar/assignment-of-credit-hours/)

Any student assuming the role of an Instructional Assistant must have a completed IA contract signed by the student, the supervising faculty and the appropriate school dean.

Instructional Assistants must meet the following criteria:

- Junior or senior status in a baccalaureate program
- Minimum overall 3.0 GPA
- Minimum grade of B in the course with which they will assist, or higher-level placement in the discipline in which they will assist
- Written and verbal proficiency
- Interpersonal skills
- Self-directedness
- Ability to set reasonable goals and priorities
- Ability to cope with stress
- Ability to articulate a strong motivation to assume an IA position
- May only assist with one course per semester (assisting with multiple sections is acceptable)

Instructional Assistant Responsibilities:

Undergraduate Instructional Assistants are considered an extension of the supervising faculty and as such may perform the following duties:

- Leading class discussion or break-out groups
- Making presentations
- Setting up classroom demonstrations
- Leading tutorials, recitations, or labs
- Assisting faculty with proctoring exams
- Assisting faculty with class attendance

Undergraduate Instructional Assistants will not grade, evaluate or perform summative assessments of other undergraduates' coursework.

Training and Continued Mentorship:

- All Instructional Assistants will receive training in ethical issues such as FERPA, confidentiality, plagiarism, cheating, and navigating the dual roles of peer and IA prior to interacting with the class.
- Each IA will sign a written contract with expectations and roles clearly outlined, including formal introductory training and regular meetings with the faculty supervisor.
- IAs will receive regular feedback about performance during the semester.

Supervision:

- All Instructional Assistant class/laboratory duties must be conducted under direct supervision of the faculty mentor.

Assessment:

- Instructional assistants' performance should be clearly linked with the specific student outcomes for the IA course as outlined in the course syllabus and contract.

Instructional Delivery Policy Purpose:

As part of its strong commitment to teaching and experiential learning, Morrisville prides itself in traditional classroom face-to-face instruction, faculty availability, and student access. Full-time faculty are expected to maintain a routine presence on campus to support our campus values of student centeredness, applied learning, and academic excellence. The purpose of this policy is to re-affirm its expectations of full-time faculty presence and accessibility on campus while supporting opportunities for diverse teaching methods.

Policy:

During the academic year, a full-time obligation—whether for tenured, tenure-track, or lecturer faculty— minimally includes a five-day a week obligation to meet class scheduling and delivery needs. Class scheduling is determined by SUNY Morrisville based on operational and student needs. When not delivering classroom-based instruction or meeting other on-site obligations, faculty are free to work part of the time at off-campus locations to support course preparation, research, scholarship, or other creative activities. Faculty office hours should mirror the delivery methods, and students should have equitable access to office hours.

Faculty should plan for at minimum 5 office hours per week, with the ability for exceptions based on teaching load.

Online class limits for full-time faculty:

All teaching assignments and responsibilities, including those in the academic year, winter, and summer sessions, are subject to operational needs and require approval by the respective dean. As part of their primary obligation, a full-time faculty member may teach no more than two fully online courses per semester (a maximum of 6 credit hours). Exceptions may be approved for specific degree programs or workforce-development initiatives, as needed.