



**ACADEMIC PROGRAMS
AND SERVICES POLICIES
HANDBOOK**

(Revised August 2018)

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ACADEMIC PROGRAMS AND SERVICES

INTRODUCTION

The academic program at the State University of New York at Delhi provides students with the appropriate skills to enable them to immediately enter occupations in a variety of technological fields. At the same time, the curriculum develops in students an understanding of the theoretical principles which underlie the practical application of these skills, an awareness of the importance of the immediate tasks to the broader context of society and a habit of continued intellectual curiosity and growth.

Academic Programs and Services are the executive responsibility of the Provost, who reports to the President of the College. Responsible to the Provost are the Director of the Resnick Library, and the Staff of the Learning Center.

Also directly responsible to the Provost are the deans and department chairs for: Applied Sciences, Applied Technologies, Business, Hospitality, Liberal Arts and Sciences, School of Nursing and Veterinary Science Technology

Ultimate responsibility for developing and maintaining the quality of academic programs and the standards for student matriculation and graduation rests with the faculty who are assisted by instructional support associates, specialists and technicians.

All components of the Academic Programs and Services work in concert with Student Life and Administration toward fulfilling the mission of the college as a center for polytechnic education within the State University of New York.

I. ACADEMIC PROGRAMS AND SERVICES ORGANIZATION

DUTIES AND RESPONSIBILITIES OF ACADEMIC PROGRAMS AND SERVICES PERSONNEL

PROVOST

The Provost is the Chief Academic Officer of the College and is responsible for the overall administration and management of academic programs and services at the college. The Provost is administratively responsible to the President for the successful development of academic policy and the maintenance and quality of the academic program.

The Provost specifically exercises leadership in determining the educational needs and services of the college, maintaining the highest educational standards, stimulating, coordinating and evaluating existing academic programs, initiating program development and supervising and coordinating all instructional areas including the Academic Divisions, and the Louis and Mildred Resnick Library and Learning Center. In addition, the Provost is the chief academic advisor to the President, making recommendations to the President regarding all aspects of the instructional program, encouraging institutional and departmental research, determining the most effective use of instructional space and the need for educational equipment, assuring the development of the teaching staff, serving as liaison between the President and faculty in academic matters, developing, proposing and administering a budget which meets institutional academic needs, supervising the preparation of academic publications and schedules, serving on appropriate campus committees and performing other duties as assigned by the President.

DIVISION DEAN

The Division Dean reports to the Provost and provides leadership, supervision and administration of divisional academic programs. The Dean is responsible for maintaining and developing strong, student-focused academic programs developing strategies for student recruitment and retention and selection and supervision of divisional faculty and staff. The Dean serves as a member of the Deans' Council, participates in the college's strategic planning, and works closely with both academic and administrative areas of the college.

DEPARTMENT CHAIR

There are department chairs for Business, Hospitality and the Veterinary Science Technology Department who report to the Provost. Each department chair is elected by their department. Details on the election procedure are available in the Office of Human Resources. A department chair is responsible for the operation of their area of responsibility, in addition to discharging teaching duties.

FACULTY

The Personnel Policies of the State University of New York with respect to college faculty responsibilities states:

"The faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program." (Article X, Section 4) Accordingly, at SUNY Delhi all faculty are expected to:

- Provide instruction in such required and elective academic courses as directed by the department chair or division dean. The most important responsibility of each faculty member is to teach. Some of the more important related responsibilities include:
 - To be properly prepared to conduct classes, laboratories and other meetings involving instruction.
 - To be punctual in convening and dismissing scheduled classes and other meetings.
 - To adhere to the established college calendar.
 - To serve proper notice if unable to be present for a scheduled meeting.
 - To make appropriate arrangements to have necessary up-to-date equipment and materials available for instruction.
 - To report student progress to administration.
 - To keep students aware of their academic progress.
 - To assist in curriculum development and revision.
 - To take such steps as may be necessary to assure security of examination papers.
 - To contribute to the ethical and moral development of students.
 - To assist the students in making satisfactory adjustments to college through personal and academic counseling.
 - To uphold the ethics of the profession.
 - To assist the administration of the college when requested.
 - To participate in extra-class activities which provide an opportunity for student development and instruction not often available in formal classes. Faculty dedicated to the greatest possible development of the student recognize the importance of such activities and therefore:
 - See that the activity for which they are responsible is properly organized and supervised.
 - Seek the best possible environment for the student activity.
 - See that the activity is used for the development of the student members.
 - Initiate such activities as seem appropriate to the development of the student and which implement the objectives of the College.
 - Advise students in academic matters.
- To attend and participate in program, division, College and other meetings as appropriate to the professional interest of the faculty member.
- To support the purposes and objectives of the College as an employee and representative of the institution and interpret them faithfully to students and the public.
- To pursue a planned and continuing program of professional/academic growth in keeping with their field of specialization.
- To provide instruction in such extension courses as may be delegated by the President.
- To perform such other appropriate administrative duties and advisorships as may be delegated by the President.

In the School of Nursing and the Veterinary Science Technology Department, faculty are directly responsible to the department chair. In all other program areas, faculty are directly responsible to the division dean.

INSTRUCTIONAL SUPPORT ASSOCIATE/SPECIALIST/TECHNICIAN

Individual position descriptions for Instructional Support Associates/Specialists/Technicians are tailored to meet the variety of duties and responsibilities as are unique to specific functional assignments.

Instructional Support Associates/Specialists/Technicians provide faculty with such support as may be appropriate to the discipline or function for which they are assigned for the purpose of maintaining and/or improving the quality of the student's educational experience. Depending on functional assignment, Instructional Support Associates/Specialists/Technicians perform a variety of duties and responsibilities which include:

- Assisting the faculty with students, demonstrating equipment and/or observing and assisting students in the development of appropriate techniques in laboratories (lab), shops and on field trips, etc.
- Assuming responsibility for the care, control, repair, maintenance and delivery of functional materials, supplies and equipment (including ordering of supplies) under the supervision of a functional head.
- Supervising such student assistants as may be assigned for the purpose of storing, maintaining and delivering supplies, materials and equipment and to provide such instruction as may be appropriate to the successful operation of a function.
- Assisting the faculty and/or staff with the preparation and development and presentation of instructional materials for classroom and laboratory instruction.
- All Instructional Support Associates/Specialists/Technicians are directly responsible to an assigned supervisor(s).

THE LEARNING CENTER

The staff members of the Learning Center:

- Coordinate tutoring services for all students.
- Administer an office for Career and Transfer Services.
- Implement and manage services designed to enhance the academic success of learning and physically disabled students.
- Offer English Language Learner (ELL) courses and other services for students whose native language is not English.
- Administer an office for Academic Advisement and Retention.
- Teach courses and workshops as required by the Provost.
- Perform other duties as assigned by the Provost.

LIBRARY DIRECTOR

The Library Director is responsible to the Provost for the planning, operation and supervision of library services appropriate to meet the college's goals and objectives. The specific duties include, but are not limited to, the following:

- Directly supervises the library professional staff and other personnel specifically employed for the library operation.
- Assumes responsibility for the selection, purchase and control of the physical equipment of the library.
- Sets policy for library operations.
- Oversees the acquisition, cataloging and circulation of library materials which reflect the qualities of excellence appropriate to the objectives of the college.
- Makes recommendation of annual budgets to the Provost and supervises the expenditure of funds allocated to the library.
- Coordinates the library program with campus and community needs.
- Solicits financial and material support for the library from individuals, business, governmental and philanthropic organizations.
- Collects and maintains the necessary data and statistics as may be required by the administration of the college and the university.
- Assumes responsibility for the development and implementation of a bibliographic instruction program for students.
- Prepares schedules of library hours and services.
- Submits the library annual report to the Provost.
- Performs other duties as assigned by the Provost.

COMMITTEES AND COUNCILS

The following four committees are standing committees of the College Senate and their duties and responsibilities are determined by the College Senate.

CURRICULUM COMMITTEE

The functions of the Curriculum Committee are to receive, review and evaluate proposals from academic divisions and from the Provost, recommending new curricula and changes in existing curricula. This is in compliance with Article 1.32 of the Academic Code.

ACADEMIC POLICIES COMMITTEE

This committee shall provide advice and guidance to the College Senate on matters relating to the academic policies of the college.

It is essential that the academic policies and regulations of the college be applied consistently in all situations. Any questions dealing with interpretation or implementation of the policies should be referred to the appropriate chair or division dean and, through the chair or dean, to the Provost

THE COMMITTEE ON ACADEMIC PROMOTION

This committee will review faculty members' documents in support of their promotions and prepare a rank order of recommendations to the Provost.

THE COMMITTEE ON ACADEMIC CONTINUING AND TERM APPOINTMENTS

This committee will review documents in support of re-appointment and will make recommendations to the President of the College.

DEANS' COUNCIL

The Deans' Council meets with the Provost on a regular basis. The purpose of these meetings is to review and disseminate information directly related to academic matters. The Council also acts as a deliberative body which advises and makes recommendations to the Provost. The members of the Deans' Council include the Academic Division Deans, Department Chairs, Program Directors, Directors and the Provost.

II. ACADEMIC CODE

1.31 DEFINITION OF TERMS

- A. Curriculum: A prescribed number of courses, vocational, technical and/or in the liberal arts and sciences, for which, if completed satisfactorily, a Bachelor of Business Administration, a Bachelor of Technology, an Associate in Arts, an Associate in Science, an Associate in Applied Science, an Associate in Occupational Studies Degree or a certificate is awarded.
- B. Program: A course or series of courses for which, if completed satisfactorily, a degree or certificate is awarded.
- C. Primary Title: An easily distinguishable area of inquiry, training and/or practice usually parallel to a unique segment of the world of work for which curricula may be developed. Example: Business.
- D. Option: A curriculum containing a predetermined series of courses within perimeters established by a primary title. Example: Hospitality Management.
- E. Sub-Option: A series of courses contained in a curriculum of a particular option to fulfill a specific need. Example: Hotel and Resort Management.
- F. Faculty:
(Instructional) Any member of the college community holding a position of academic rank.
- G. Academic Staff: The staff comprised of those persons having academic rank or qualified academic rank.
- H. Academic Rank: Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor and lecturer, including non-teaching full-time faculty members having the titles of librarian, associate librarian, senior assistant librarian and assistant librarian.
- I. Instructional Support Associate/
Specialist/Technician: Rank held by those members who serve on the instructional support staff.
- J. Department/Division: An administrative structure composed of related programs which is supervised by a department chair or division dean.
- K. Curriculum Area: A group of faculty members who have the responsibility for the organization, operation and improvement of specialized programs and/or curricula.
- L. Matriculated An individual who has been formally admitted as a full- or part-time student,

- Student: is registered in a program of study under standard college and State University of New York admissions procedures and who continues his/her program successfully has matriculated status in that program. (See Section 1.342)
- M. Non-matriculated Student: An individual enrolled in a course or courses who has not been formally accepted to the college in a program of study is a non-matriculated student. Non-matriculated students must have minimally completed the tenth grade. In addition, home-schooled students must receive written permission from the district superintendent verifying this level of completion. Permission to register for 12 or more credit hours at the college without obtaining matriculated status must be obtained from the Dean of Enrollment Services. Students who have completed 12 credit hours at the college will be required to file an application and matriculate in a degree or certificate program before continuing their studies.
- N. Leave of Absence: A leave of absence is granted to a student who separates from the college with documentation for personal or academic reasons. This student must file an Application for Leave of Absence from the director of counseling or the department chair or division dean. A specific date for return should be established not to exceed two consecutive semesters.
- O. Student Full-Time: An individual registered in courses generating a total of 12 or more credit hours.
- P. Student Part-Time: An individual registered in courses generating a total of 11 or fewer credit hours.
- Q. Degree Student: A student enrolled in a curriculum in which he/she anticipates earning a Baccalaureate or Associate Degree.
- R. Freshmen: Students having earned 0 to 29 credit hours.
- S. Sophomores: Students having earned 30 or more credit hours.
- T. Readmitted Student: An individual who is readmitted, subsequent to academic dismissal. This student must process a Petition for Readmission Following Academic Dismissal form with the Enrollment Services Office. (See form in Appendix A.)
- U. Academically Dismissed Student: A student who has been dismissed from a program for academic failure.
- V. Reentry Student: An individual who has been reinstated after having separated from the college for other than academic dismissal. This student must process a Petition for Reentry form with the Enrollment Services Office. (See form in Appendix A.)

- W. Individual Studies: A degree or certificate program of selected courses by an individual with the consultation and approval of a designated advisor. Programs are designed to meet the academic and/or career goals of the individual.
- X. Practicum: A non-credit-bearing experience consisting of a course of instruction aimed at closely relating the study of theory and practical experience, both usually being carried on simultaneously. All requirements for the successful completion of a practicum will be covered in the course syllabus.
- Y. Internship: A credit-bearing experience as described in Section 1.325.
- Z. Expelled: Permanent removal from the college. The individual will never be permitted to apply for readmission to the institution.
- AA. Suspended: Dismissal from the college for a period of time with the possibility of readmission.
- BB. GPA Hours: Includes all courses that have been taken for academic credit that have not been excluded from the GPA (see sections 1.352 D and 1.374)
- CC. Under the Direct Supervision of the College: Is defined by meeting all of the following requirements: 1. any student who pays tuition to the college; and 2. the faculty member teaching/facilitating/leading the course has been approved by the appropriate program, division dean and the Provost; and 3. the course content has been approved by the appropriate program, division, and the College Curriculum Committee.
- DD. Plagiarism: Plagiarism is defined as the attempt or use (either intentionally or unintentionally) of any source without giving proper credit or acknowledgement. The attempt to use, pass off, or appropriate the words, thoughts, or ideas of another as one's own, are individually and collectively examples of academic dishonesty and plagiarism.

1.32 CURRICULUM AND PROGRAM

1.321 ESTABLISHMENT OF A CURRICULUM OR PROGRAM

- A. A new curriculum or program proposal must be reviewed by the Curriculum Committee.
- B. A new curriculum or program proposal must be approved by the College Senate and the President, after consideration and recommendation of the Curriculum Committee. (These approvals are to precede all university procedures which are outlined in the *Guidelines for the Submission of Undergraduate Academic Program Proposals, May 1996*, which is available in the Office of the Provost.)
- C. Any curriculum or program which includes a laboratory session will have written safety guidelines that will be approved by the department chair or division dean and the campus safety officer. These guidelines will be presented to the students at the first lab session and also prominently displayed in the lab.

1.322 CHANGES IN CURRICULUM OR PROGRAM

- A. Changes in the name of a curriculum or option must be reviewed and approved by the affected department and the Provost. Such approval is determined by each department.
- B. Major structural changes in a curriculum, option or program must be reviewed and approved by the affected department, the Curriculum Committee, the College Senate, and the President.
- C. Major changes in course content must be reviewed and approved by the affected department, the Curriculum Committee, the College Senate, and the President.
- D. Procedures for Curriculum Development and Revision:
 - 1. Curriculum proposals are developed by faculty in the instructional unit responsible for providing the program.
 - 2.
 - a.) Before the proposal leaves the program/department and division, it must have approval of the division dean and division faculty. During division reviews, the proposal is judged on its academic merit, its relation to the program, and its feasibility within the resources of the division.
 - b.) A proposal developed by one division in response to or primarily for the benefit of another division requires approval by both divisions and both division deans prior to submission to the Committee.
 - 3. Prior to submission to the Committee, proposals must be submitted to both the Director of the Library and the Associate Registrar for CAPP purposes, for a statement of impact, to be included in the proposal sent to the Committee.
 - 4. Proposals having division approval are to be submitted in the form of the attached outline (23 copies) to the Secretary of the Curriculum Committee no later than thirteen

working (13) days in advance of the scheduled Curriculum Committee Meeting at which the proposal will be considered.

5. Proposals that require considerable preparation for external approval, such as proposals for new academic programs, need to seek Curriculum Committee approval only for the planning of the program and must include measurable learning outcomes as per the College catalog. *For information on program proposal requirements, see below. After external approval of the new academic program, the proposal must follow the standard procedure for all proposals.
6. All other proposals must complete the impact statement Part I, and Part II of the outline that includes a statement of targeted learning outcomes, detailed course content, and an example of the description methodology of assessment for these outcomes. **Please consider your responses to these questions carefully. 'Not applicable' is rarely a sufficient response.**
7. The Chair of the Curriculum Committee will notify the division dean of the inclusion of the proposal in the Curriculum Committee agenda. Appropriate faculty shall present the proposal and respond to questions at the meeting in which it is discussed.
8. Courses to be reviewed for the following semester must be submitted and approved prior to development of the printed class schedule (usually October and March). The Provost can pilot a course if appropriate.
9. The function of the Curriculum Committee is to explore the impact of all proposals on the various segments of the College (Part II of the outline). Although the Committee presumes the academic quality of each proposal, it may ask questions relating to academic merit for clarification.
10. The Curriculum Committee votes to recommend approval or disapproval of the proposal by the College Senate and College President. No proposal, regardless of Curriculum Committee action, is accepted or rejected until the Provost notifies all involved parties in writing of the status of the proposal, based on the decision of the College Senate and the College President.

* Submission of academic program proposal - See Memorandum to Presidents, Vol. 96, No. 1, 5/16/96, and booklet outlining New Guidelines for the Submission of Undergraduate Academic Program Proposals. Proposal templates are available at www.suny.edu/provost/programreview/index.cfm.

Deactivate academic program - See Memorandum to Presidents, Vol. 88, No. 10, 12/28/88

1.322-1 OUTLINE FOR COURSE DEVELOPMENT AND REVISION

Name of

Division: Name

of Program:

Name of Faculty Making

Presentation: Date of Division

Approval:

Date of additional Division Approval if appropriate: *(see 2 in Procedures for Curriculum Development and Revision)*

PROPOSAL:

RATIONALE: *(include Statement of Need or reason(s) for proposing change)*

IMPACT TATEMENT

All proposals must complete the impact statement Part I and Part II a statement of targeted learning outcomes, detailed course content, and the methodology of assessing outcomes.

I. FINDINGS OF PROGRAM/DEPARTMENT AND DIVISION REVIEW OF PROPOSAL *(to be completed by proposer)*

Note: All impacts should be carefully considered --- any impact statement considered incomplete by the Committee would result in the proposal being tabled until revised. Rarely (except for 'E') will a given impact statement be 'not applicable'.

A. Relation of the proposal to the philosophy of the discipline, program, and/or department. B. Statement of specific need:

1. anticipated enrollments -
2. anticipated source of students -

C. Statement of additional resources needed and how they will be obtained:

1. Staff. *Staffing requirements should be given in terms of F.T.E's using 15 FTE as the standard for a full-time faculty. For example the addition of a new 3 credit hour course would require 0.20 FTE to staff for one section. Similarly the deletion of a 3 credit hour course would be a -0.20 FTE). If multiple sections are anticipated (from enrollment estimates) then multiply the FTE for one section by the number expected to be needed.*
2. Equipment and supplies: *Do not overlook computer time required of the student by this*

course. Please include estimated student computer time per week for each of the following:

- Network (internet):
- Stand-alone:
- Software: *Please list any non-standard software needed.*

3. Facilities.

- Classroom: Lecture _____ Lab _____
- Computer equipped:
 - Network -
 - Stand-alone -
 - Software -
- Other:

4. Start-up costs:

5. Costs to students:

6. Library. *It is the responsibility of the proposer to obtain a statement from the Director of the Library detailing the impact the proposal will have in the library.*

7. CAPP. *It is the responsibility of the proposer to obtain a statement from the Associate Registrar detailing the changes it will have in the CAPP Program.*

- D. Is this course comparable to similar courses at other institutions? If so, please give two catalog examples of similar courses elsewhere.
- E. Distance Learning Component (i.e. Internet, e-mail, distance learning, videotape for distance learning purposes, etc. Proposer should address the following questions if distance learning in any form is a part of, or expected to become a part of, the proposed course or curriculum.)
1. How does the instructor plan to assess student learning in the course?
 2. How does the instructor assure that the distance delivery mechanisms facilitate appropriate interactions between instructor and students and among students both in and out of the classroom?
 3. Are the learning outcomes for this course similar to those used for comparable courses offered on campus?
 4. Does the course have the same degree of coherence (i.e., labs), comprehensiveness and available learning resources (i.e., class textbooks, reserve material, etc.) as similar courses offered on campus?
 5. What contingency teaching plan exists if technical difficulties occur?
- F. General Education Component (*to be completed if proposer will petition for course to fulfill a General Education Requirement*)
1. Which of the 10 Student Learning Objectives (SLO's) would the course fulfill?
 2. How does the instructor plan to assess the learning outcomes required by the SLO(s)?
For example: SLO 7 Objective (provided by the Liberal Arts & Sciences Division): Students will demonstrate an ability to synthesize ideas from primary and/or secondary sources. Measure (provided by proposer): Students will develop a well-supported thesis regarding two or more primary and/or secondary sources in a written assignment and/or an essay exam.

G. Information needed for setting up a new course in the Banner catalog.

| | |
|---|--|
| Course Title (31 characters or less) | |
| Credit hours | |
| Division | |
| Carnegie units | |
| Hours in lecture | |
| Hours in lab | |
| Other hours | |
| Grading mode (N [A, A-, etc.? P/NP [pass/no pass?] or other [please specify]) | |
| Upper or Lower division | |
| On campus or off | |
| Schedule type: lecture, lab, seminar, recitation, tutorial, independent study, intern. distance | |
| Pre-requisites if any; minimum passing grade for | |
| Description (1 paragraph for | |
| Co-requisites, if any | |
| Restrictions, if any | |
| Equivalencies ¹ , if any | |
| Cross-listed courses, if any | |

¹ An equivalent course is a course that has been superseded by another. For example, UNIV 103 replaces ENGL 103. The latter replaced the former. A cross-listed course is one that has an identical twin with a different name, e.g., ARTS 115 and ARCH 115. Same course, different discipline and number.

II. COURSE INFORMATION

A. NEW COURSE INFORMATION

DELHI
State University of New York
College of Technology Delhi, NY
13753

COURSE

NUMBER:

COURSE TITLE:

CREDIT

HOURS:

CARNEGIE

UNITS:

PREREQUISITE

S:

COURSE DESCRIPTION:

Catalog Description

COURSE OBJECTIVES:

List the course objectives that are, or will be, in your course syllabus.

COURSE CONTENT:

Detailed course content that will also be found in your course syllabus.

ASSESSMENT:

Assessment will be at the discretion of the instructor. It will be a combination of quizzes, exams, homework assignments, and projects in accordance with the guidelines and criteria for course levels established by the curriculum committee.

B. CHANGES IN CREDIT REQUIREMENTS FOR DEGREES

Include the original grid of courses with total credits, and the new grid with credits. Identify where the changes are being made in required courses and/or credits.

1.323 REVIEW OF CURRICULUM AND PROGRAM

A. Courses

The course content of each course offered by a program should be reviewed by the program's faculty every two years. The review should focus on the purposes and objectives of the course, the relevance and depth of the subject matter and the degree to which the subject matter supplements and complements subject matter in other courses in the curriculum.

B. Academic Program Review

Academic program review is a process designed to insure the continuing effectiveness of the instructional program through sound planning and decision-making. (SUNY Policy Handbook, Numbers 178 and 194 and Memorandum to Presidents, 77-3, 78-4 and 79-3.)

The following summary of guidelines and procedures will be utilized in reviewing academic offerings. Complete guidelines are available in the Office of the Provost.

Curricula and Program

1. All options, major sequences and service offerings will be evaluated at least once in each five year period.
2. The Office of Academic Programs and Services, in consultation with appropriate instructional units, will establish a sequence and schedule of program review for each instructional department. A new program will not be evaluated until it has been in existence for at least three years. In developing an appropriate schedule, priority will be assigned to programs appearing to be significantly over-enrolled or under-enrolled in relation to resources committed.
3. The responsibility for reviewing an academic program is the responsibility of the specialized faculty providing instruction in that program. Each review will follow the accreditation model procedure which requires a self-study to be submitted to the program's advisory committee or an external review panel which will visit the campus to review the program in operation and report its findings to the Provost. If a review panel is used, its membership shall be determined by the Provost after consulting with the appropriate instructional unit. A review panel shall consist of at least two individuals, one of whom shall be from outside the University; e.g., from industry or an educational agency.
4. Generally, the review process should be conducted in two phases during the academic year. Instructional unit personnel will consider and complete their review self-study by February 1. The second phase will involve the advisory committee or review panel, which shall meet on campus for a period of one to two days for the purpose of interviews and consultations. This phase should be completed no later than the end of the spring semester.

5. The program advisory committee/review panel will submit its report in the form of summary minutes within 30 days of its campus visitation to the Provost, who will review the findings with the instructional unit and with the appropriate department chair or division dean. Based upon all review findings, an appropriate action plan setting forth priorities and objectives to be achieved within a specified time period will be devised by instructional unit personnel, the department chair or division dean and the Provost.
6. Funding to support the procedure will be provided in the budget allocation of each instructional unit to cover the travel, honoraria and related expenses normally associated with an academic program review.

1.324 DEFINITION OF COLLEGE-LEVEL WORK

Any definition of college-level work must be seen within the context of the institutional mission. The institutional mission must be articulated in goals set for all administrative levels and programs, objectives set for each course and performance requirements set for students. Within the polytechnic emphasis of the Technical College mission, college-level work at Delhi includes those cumulative post-secondary learning activities leading to the completion of an approved certificate or degree program which prepares students for the world of work or transfer to an upper-division institution. Delhi's obligation as a public institution of higher education is to provide appropriate learning experiences involving various levels of academic rigor for students who meet individual program admission requirements and are admitted. Any deficiency, developmental or refresher components of a program or course must be consistent with the objectives of a program and provided at no sacrifice of standards or required content. There is no single standard of performance or set of work characteristics which can be generalized for all courses in all programs. There are independently justifiable standards and requirements which are established by faculty judgment for discreet program areas. Criteria followed by all faculty in making such judgments include sufficient flexibility to recognize that students qualified for specific programs enter with different degrees of preparation, ability and motivation.

The criteria used by the faculty to insure course conformity to college-level work include:

1. Course content and skills taught in both general education and technical areas meet specified two-year educational expectations/requirements associated with a relevant career field or an advanced educational level.
2. A uniform set of skills and/or knowledge areas required of all students in a course are identified and evidence of articulation with the other courses comprising an approved degree or certificate program is demonstrated.
3. Course content and requirements reflect a pace of instruction, intensity and depth of material, level of abstraction and application of critical thinking necessary to prepare students for the career field or advanced educational level.
4. Service offerings meet the criteria stated above.

1.325 INTERNSHIP REQUIREMENTS

Internships are forms of faculty supervised work experiences for credit that normally take place outside the classroom. Internships, whether on or off campus, are structured academic experiences incorporating traditional course requirements such as readings, research, papers, and reports. The primary responsibility for the supervision of an internship lies with the faculty of the sponsoring division(s) which evaluate the results of the internships and assign grades and credit. Internships also involve a site supervisor who supervises the experiential part of the internship and who works closely with the sponsoring academic division in achieving the specified goal of the internship.

Guidelines

1. If course prerequisites are required they must be specified.
2. The academic project, which is at the core of the internship, will be carefully designed so that the site experience will contribute to the fulfillment of the academic requirements of the project. The academic project, for example, should specify the research to be undertaken, the books and/or articles to be read and the papers to be written.
3. Credit shall be awarded for the successful completion of the academic project and for the time spent on site.
4. Internships should provide for periodic communication between intern, supervisor, and academic instructor.
5. A complete catalog description and course number for an internship must be submitted to the Curriculum Committee for approval.
6. Specific internship plans for each student shall be submitted to the department chair or division dean or his/her designee for approval.
7. No more than six semester hours of internship credit shall count toward requirements for the associate's degree and no more than 18 semester hours of internship credit shall count toward graduation requirements for the bachelor's degree; this includes any internship credit transferred from an associate degree program.
8. No credit can be awarded for internships unless an internship proposal has been approved and an academic instructor has been assigned.

1.33 LIST OF ACADEMIC PROGRAMS BY SCHOOL 2018-2019

APPLIED SCIENCES

Golf and Sports Turf Management
Horticulture Sciences: Horticulture,
Landscape Design and Management
Physical Education Studies
Recreation and Sports Management (AAS, BBA)
BBA in Golf and Sports Turf Management

APPLIED TECHNOLOGIES

Architectural Technology
Architectural Design and Building (BT)
Automotive Technology
Construction Technology
Construction Management: Design & Building
(BT)
Electrical Construction and Instrumentation
Electrical Construction and Plumbing
Electrical Construction and Refrigeration
Facilities Management (BT)
Heating, Ventilation, and Air Conditioning
Integrated Energy Systems
Mechatronics Design
Mechatronics Technology
Plumbing and Electrical Instrumentation
Plumbing, Heating and Refrigeration
Refrigeration and Electrical Instrumentation
Residential Construction
Welding Technology

BUSINESS

Accounting (AAS)
Accounting: Information Systems Auditing
(BBA)
Business Administration (AAS)
Business Administration (AS)
Business and Professional Golf Management -
PGM (BBA)
Business and Technology Management (BBA) -
Computer Information Systems (AAS)
Healthcare Management (BBA)
Human Resources Management (BBA)
Information Technology Management (BBA)
Marketing (AAS)
Certificate Business Management

HOSPITALITY

Culinary Arts (AAS)
Culinary Arts Management (BBA)
Event Management (AAS)
Event Management (BBA)
Hotel and Restaurant Management (AAS)
Hotel and Restaurant Management (BBA)

LIBERAL ARTS AND SCIENCES

Criminal Justice Studies (AS, BS)
Environmental Studies
Teacher Education Transfer
* Early Childhood Education
* Childhood Education
* Adolescent Education
General Studies
Humanities
Individual Studies
Mathematics
Science
Social Sciences

VETERINARY SCIENCE TECHNOLOGY

Veterinary Science Technology (AAS)
Veterinary Technology (BS)

SCHOOL OF NURSING

RN Program (ADN)
RN to BSN Program (online)
Dual Degree (ADN and BSN)
MSN Program (online)
Nursing Administration MS (online)

UNDECLARED OPTION

Undeclared Students

1.34 ENROLLMENT RELATED INFORMATION

1.34-1 STUDENT CATEGORIES

A. Matriculated Student

An individual who has been formally admitted as a full- or part-time student, is registered in a program of study under standard college and State University of New York admissions procedures and who continues his/her program successfully has matriculated status in that program. (See Section 1.342)

B. Non-matriculated Student

An individual enrolled in a course or courses who has not been formally accepted to the college in a program of study is a non-matriculated student. Non-matriculated students must have minimally completed the tenth grade. In addition, home-schooled students must receive written permission from the district superintendent verifying this level of completion. Students who have completed 12 credit hours at the college will be required to file an application and matriculate in a degree or certificate program before continuing their studies. Permission to complete more than 12 credit hours without obtaining matriculated status must be obtained from the Director of Admissions and Enrollment Management.

Students who are academically dismissed from the college will not be allowed to attend SUNY Delhi as a non-matriculated student unless their permanent residence, as determined by the Office of Enrollment Services, is within Delaware County. Students living outside of Delaware County must have a permanent residence within a 40 mile radius of the college (see also Section 1.385).

1.34-2 ADVANCED PLACEMENT AND ADVANCED STANDING CREDIT

Students desiring advanced placement or credit for college-level courses taken in secondary school must take the College Board Advanced Placement Examinations given in May of each year. An applicant receiving a score of three or higher will be given credit for advanced work taken in high school if it is applicable to the curriculum to be followed at Delhi.

Advanced placement or credit will be given to those students receiving grades of C or higher in course examinations offered by the New York Proficiency Examination Program for course work related to curricula to be followed at Delhi. Credit earned in the above manner can be used as an Alternative Method for Gaining College Credit (see section 1.35-A, 3, b).

1.34-3 THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Established in 1965, the College Level Examination Program provides the means of measuring the academic achievement of those individuals outside the mainstream of a college education.

With the exception of foreign languages, SUNY Delhi will award college credit to students who present credit - granting scores of 50 or above on subject matter examinations. For foreign languages the

credit - granting scores will follow those recommended by the American Council on Education. (See Chart in the Appendix)

All credit earned through CLEP exams will be treated as transfer credit as outlined in section 1.35 -2, A, 1).

A student may obtain CLEP credit for courses not listed in the chart by making a written request to the appropriate division dean. Following consultation with faculty members in the appropriate discipline, all additions to the list will be submitted to the Office of Records and Registration. The CLEP exams which are currently listed in the chart should be evaluated every 5 years to determine if they are still relevant and useable.

1.34-4 NEW YORK UNIVERSITY FOREIGN LANGUAGE PROFICIENCY TESTING PROGRAM

Students may earn transfer credit by participating in the New York University Foreign Language Proficiency Testing Program. Students have the opportunity to earn 4,12 or 16 credit hours by registering in the 4 - point, 12 - point or 16 - point exam. Like other transfer credits, the academic deans will decide how many credits apply toward the student's degree program and will notify the Office of Records and Registration and the student in writing (see section 1.35-2, A, 1). The Office of Records and Registration may take partial credit for language exams should the student have other college credit which he/she needs to have transferred. Information regarding the NYU foreign language proficiency testing program may be found at the following web address. <http://www.scps.nyu.edu>.

1.35 RECORDS AND REGISTRATION AND RELATED INFORMATION

1.35-1 GENERAL INFORMATION

- A. Any individual holding a high school diploma or its equivalent or who is 18 years of age or older and has submitted a SUNY admissions application and is adjudged capable of profiting from the instruction may matriculate in the college.
- B. Students must submit all necessary data and forms.
- C. Students must fulfill all financial obligations to the college within the time limit specified by the appropriate administrative offices. Students must submit all necessary data and forms to the Enrollment Services Office or the Office of Records and Registration.
- D. Placement
 - 1. College Placement testing may be required for all entering, matriculating students
 - 2. Placement testing, as determined by the College faculty, is required for all non-English Language Learners (ELL). ELL students are prohibited from seeking a placement waiver in English (see academic policy 1.35-1-D-4-b.)
 - 3. When placement testing is not given, students are initially placed into courses by Enrollment Services based on high school or previous college transcripts. Mathematics and

English placement are determined by Enrollment Services, following guidelines written by Mathematics and English faculty. Refinement of placement is completed with the student's program area.

4. Developmental course placement is mandatory in Mathematics and English and is determined by written guidelines established by the faculty. These guidelines are based on courses not taken, poor grades in specific courses, or a period of time elapsed with no college level Mathematics or English courses.
 - a. If math and/or a communications course is required for certificate and/or AOS students, mandatory placement will be determined by the above guidelines and a review of the student's academic history. If reading placement is determined to be at a developmental level, instruction is mandatory and may be provided through professional assistance, a reading skills component within the content area or a formal course offering.
 - b. There will be a campus designee who will decide and advise the student on course placement waivers. The waiver will commit the student to assuming full responsibility for his/her decision. The waiver process does not apply to English placement for English Language Learners.

E. Academic Advisement

1. Academic advisement for matriculated full-time and part-time students shall be provided by the faculty and professional staff charged with the administration of particular programs or curricula.
2. Academic advisement for non-matriculated students will be provided by the Coordinator of Non-degree Student Advisement, through the Center for Continuing Education and Corporate Services.
3. All students must have their semester course of study approved by an academic advisor.

F. Late Registration/Validation for College

Registration/Validation after the scheduled Registration/Validation Day shall be considered as Late Registration/Validation and the established fee shall be assessed. The College Registrar has been designated by the Provost to consider requests for waiver of this fee.

G. Change of Program or Curriculum

The student may petition for a change of program or curriculum by completing the Change of Curriculum Request Form. Such change requires the approval of the receiving department chair or division dean or designee. The receiving department chair or division dean will review the student's transcript record and indicate to the student (in writing) as to

the decision of acceptance to the program. For the student who has been accepted, the department chair or division dean will also indicate in writing those courses that will meet graduation requirements in the student's new curriculum or program, based upon the current college catalog in place at the time of this change. In certain cases, an academic program may have a set of internal admission standards (e.g. – Nursing, Veterinary Science.) The student should consult with the receiving department/division for these standards.

The academic advisor can request the College Registrar to have specific courses removed from the GPA computation so that only discipline specific requirements associated with the new program's course work will be included in the GPA. All grades from courses taken at the college remain on the student's academic transcript. The courses that are excluded from the GPA are given an "E" designation on the academic transcript. (See Section 1.373)

H. Withdrawal from Courses

1. A student may withdraw from any course if the following conditions are met:
 - a. The student has not twice withdrawn (or been withdrawn) from the course.
 - b. The student has first consulted with, and obtained signature of, the course instructor. Following consultation with the course instructor, the student will have to consult with, and obtain the signature of their academic advisor.
 - c. Withdrawal is accomplished prior to the end of the business day on the last day of the 10th week. Prior to the end of the business day on the last day of the 10th week, at the discretion of and with written permission from the instructor, any student who has a 90 percent or higher attendance rate and who has consistently demonstrated an effort and interest in the course, may withdraw up to the Monday of the 14th week of classes.
 - d. The full-time student's current semester load does not fall below 12 credit hours. The department chair's or division dean's written approval is needed for a full-time student to drop below 12 credit hours.
2. A grade of W shall be given for course withdrawals which meet the above conditions. A grade of F shall be given for all course withdrawals not meeting these conditions.

I. Withdrawal from College and Leaves of Absence

1. Those students withdrawing from college up to midterm shall receive a grade of W for that semester.
2. Those students withdrawing from college after midterm and up to the last day of the 13th week (as defined and published by the Registrar) shall receive either a WP or a WF for each course as provided by the course instructor unless a grade (including a WI) for a given course has already been assigned. Withdrawal must be

accomplished on or before the Tuesday prior to Thanksgiving for the fall semester, and on or before the Friday two weeks prior to graduation for the spring semester. Students choosing to leave college after the 13th week will not be allowed to withdraw from college and will receive a letter grade for the course. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. The grade of WP or WF will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a WP to a WF, from a WF to a WP or from a WP or WF to a passing grade.

3. Students may apply for a leave of absence (academic or personal) at any time up to the last day of the 13th week of the semester (as defined and published by the Registrar). Students granted a leave of absence shall receive a grade of W, WP, or WF according to the current withdrawal policy, unless a grade (including a WI) for a given course has already been assigned. In addition, a notation will be placed on the transcript indicating that the student has been granted a leave of absence.
 - a. A student in good academic standing (a G.P.A. of 2.00 or better) may be granted an academic leave of absence. Such leaves will be granted to students who are interested in academic pursuits other than at SUNY Delhi. A student must petition his/her department chair or division dean for an academic leave of absence. The department chair or division dean will initiate the leave procedure. (See Form in the Appendix.)
 - b. A personal leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Students must petition for such a leave through the Director of Counseling Services. The Director of Counseling Services will initiate the procedure. The final determination regarding the leave request will be made by the Vice President for Student Life. (See Form in the Appendix.)

Military Leave of Absence – New York State law requires that any student in an institution of higher education who is a member of the National Guard or other reserve component of the armed forces of the United States and is called or ordered to active duty or is a member of the state organized militia, and is called or ordered to active duty for the state, as defined in subdivision one of section six of the military law, the institution of higher education in which the student is enrolled shall grant the student a military leave of absence from the institution while such student is serving on active duty, and for one year after the conclusion of such service.

- c. A leave of absence (academic or personal) may not exceed two consecutive semesters (not including the semester in which the leave is granted). Summer sessions and intersessions are not considered as semesters for purposes of this policy.

- d. In the case of military training or drill periods, the student should disclose the leave schedule to the instructor as soon as the unit provides such documentation. We understand that training schedules are subject to change and if a change occurs, the student should submit a memorandum from the reservist's unit to the faculty member. A full eight hours shall be excused before or after the military training or medical treatment to allow for travel time, if travel is required.

In the case of medical treatment, documentation of a VA appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the instructor or through the Office of Veteran Affairs. If the student chooses to submit it to the Office of Veteran Affairs, the Office of Veteran Affairs will notify the instructor of the legitimacy of these absences.

If the student chooses to withdraw due to lengthy military training obligations or extended medical treatment during the semester, they should be directed to the Office of Veterans Affairs to proceed with and a request for a leave of absence.

The policy will provide that students shall not be penalized for class absences due to military obligations or required medical treatment for service connected conditions. Faculty will provide reasonable accommodations to make up missed work. These accommodations may include a selection of comparable coursework as agreed upon by the faculty.

If all students have the right to drop a test/quiz grade, military-related absences will not constitute the dropped test and make-up tests unless the student chooses to use this option.

Both student and instructor must agree that the length of the absence is reasonable given the type and structure of the course. Student and instructor will sign a plan which details expectations for successful completion of coursework. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan and remain current with coursework, it may be within the students' interest to withdraw or take a leave of absence.

4. A student who reenters or is readmitted to the college within a five year period will be held to the course and graduation requirements of either the current catalog or the catalog that was in effect on the date of his/her initial matriculation. If, during the five year period, course and/or program changes were instituted to assist students seeking licensing in a particular area of study, these changes become part of the graduation requirement.

5. A student who reenters or is readmitted to the institution after a five year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission or reentry date.

J. Course Registration/Limitations

1. A student in good standing may register for up to the maximum number of credits allowed by his/her program per semester. (Note - Once a program area determines what the maximum number is, it should be sent to the Provost.)
2. A student who wishes to register for more than the maximum number of credits allowed by his/her program may do so with the approval of the department chair or division dean.
3. Courses may be offered outside of the traditional semester. Details on all course offerings can be obtained by contacting the Office of Records and Registration.
4. A student may add or drop a full semester course without charge through the fifth calendar day of the first week of the semester. For Session A, B, D, E, and F classes, a student may add or drop a course through the second class meeting of the session. No student will be allowed to register for a course after the last day of course change until there is consultation with the department chair or division dean, and approval of the faculty involved. Unless waived, any course added after the last day of course change shall be subject to the established fee per course.
5. A student may withdraw from a course without charge through the fourth Friday of the semester. Courses dropped after that time shall be subject to the established fee per course. In either case, the -ADD/DROP REQUEST FORM|| (see form in the Appendix) must be completed.
6. When an instructor believes a student may be in the wrong level of a course, he/she may recommend a change. The student's department chair or division dean and the new course instructor must concur in order to make the change. In this case, a student may change from one course to another up to the end of the third week of classes by completing the -ROSTER CORRECTION FORM|| (see form in the Appendix).
7. Other roster corrections can be made at any time during the semester by completing the _ROSTER CORRECTION FORM|| (see form in the Appendix). The intent of this policy is to allow administrative changes to a student schedule as deemed appropriate by the department chair or division dean and with the approval of the faculty involved.

K. Auditing Courses

1. Students wishing to audit a course must gain approval from the chair of their department or their division dean and from the instructor of the course to be audited.

2. Other individuals may audit credit courses without charge on a first-come, first-served, space-available basis as determined by the instructor and the chair of the department or dean of the division offering the course. In most cases, course prerequisites are to be met.
3. Course auditors shall attend without credit, without formal recognition and without being required to meet course requirements, and may not receive future credit for this course through examination.
4. Non-credit, income-reimbursable courses may not be audited.
5. Individuals who receive approval to audit a course which has a lab component and a lab fee will be required to pay the fee, or will not be permitted to audit the course.

L. Suspension or Expulsion from College

1. A student who is suspended from college up to midterm shall receive a grade of W in all courses for that semester.
2. A student who is suspended from college after midterm and up to the last day of class shall receive either a WP or WF for each course as provided by the course instructor, unless a grade (including a WI) for a given course has already been assigned. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. The grade of WP or WF will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a WP to a WF, from a WF to a WP or from a WP or WF to a passing grade.
3. In addition, "suspended" will be noted on the transcript.
4. A student who is suspended from college cannot transfer credits to the college until he/she applies for readmission and regains matriculated status. An expelled student can never transfer credits to the college.
5. A student who is expelled from the college forfeits all rights associated with being a student; such a student will not receive any grades and will have "expelled" noted on the transcript.

1.35-2 ALTERNATIVE METHODS FOR GAINING COLLEGE CREDIT

SUNY Delhi recognizes many paths of learning. Alternate forms of credit may be applied to a degree or certificate at SUNY Delhi.

All degree and certificate students at SUNY Delhi may earn a maximum of 50 percent of their credits using any combination of the methods listed in this section, *with the exception of Earning Credits through Special Programs.*

Fifty percent (50%) of all credits utilized toward a degree or certificate must be completed under the direct supervision of SUNY Delhi.

These criteria do not apply to Earning Credits through Special Programs (section 1.35-2, C.)

A. Traditional Methods.

1. Transfer Credit

- a. The official academic transcript of each student who has completed course work at another institution will be evaluated by the Office of Records and Registration to determine both the number of credits and types of courses which will successfully transfer to the college. The division deans and/or department chairs will determine the number of semester hours and appropriate course equivalents which apply directly to the student's degree program requirements and this information will be communicated in writing to the registrar and the student.

Transfer courses completed 10 years prior to a student's anticipated matriculation date must be reviewed by the Department Chair/Division Dean. The Chair/Dean will review prior course work to ensure course relevance and applicability to their chosen program.

1. The Associate of Applied Science level Nursing program requires that all science and math transfer credit be completed within 5 years of the student's matriculation.
- b. Transferred courses taken at other institutions do not generate quality points for the purpose of calculating the GPA (Grade Point Average - See Section 1.381). Students transferring from institutions on a quarter system will receive 2 semester hours of transfer credit for every 3 credits earned on the quarter system.
- c. For transfer students, courses of equivalent quality and content taken at other accredited institutions are acceptable for transfer credit with the following stipulations:
1. Freshman Composition (ENGL 100), or its equivalent, will transfer with a grade of at least C.
 2. Following division approval, courses with a grade of D will be accepted for transfer credit only if all the courses being accepted for transfer average a "C" (2.00) or better from a single college or university.
 - a. The Nursing program mandates that students receive at least a C (or 70 from colleges using numerical grades) in non-nursing courses and a C+ (or 75 from colleges using numerical grades) in nursing courses.
 - b. The Veterinary Science Technology Program will only accept a C or better in Liberal Arts and General Studies

- courses and a C+ or better in Veterinary Science courses.
- c. All academic programs in the Division of Applied Sciences and Technologies will only accept a transfer grade of C- or better for individual courses. Exceptions may apply within the Division based upon current articulation agreements.
 3. All associate degree program students must earn at least one-half of the last 30 semester hours and at least one-half of the required courses in the major under the direct supervision of the college to earn an associate degree.
 4. All baccalaureate degree program students must earn at least one-half of the last 60 semester hours and at least one-half of the required courses in the major under the direct supervision of the college to earn a baccalaureate degree.
 5. Courses accepted for transfer credit may not meet graduation requirements in a given program or curriculum. Once a student is accepted into a program (or if a program change is made once the student arrives on campus), the student should request a transcript evaluation by the appropriate department or division. The results of the transcript evaluation will be communicated in writing to the Office of Records and Registration and the student.
 6. A transfer course in which a grade of D was earned cannot be used to replace (with a grade of T) a grade of D for a SUNY Delhi course.
 7. A Delhi student choosing to complete degree requirements through the transfer of credit from another accredited institution (in absentia) must complete the Agreement for Completion of Degree Requirements in Absentia form. This form should be completed in consultation with the student's advisor. Also, students will have to obtain approval from his/her department chair or division dean following consultation with his/her advisor. An AOS degree Applied Technologies student wishing to complete requirements at another accredited institution (in absentia) for a Delhi AAS degree at another must complete a Change of Curriculum Request form. Any changes in the approved plan must also have prior approval. The Agreement for Completion of Degree Requirements in Absentia takes effect following the conclusion of the student's final semester enrolled at the College. For further information pertaining to this agreement for Completion of Degree Requirements in Absentia refer to Academic Policy 1.35-1-I.
 8. All credits earned through the successful completion of college courses originating with other institutions through the Internet,

distance learning (DL) or the SUNY Learning Network (SLN courses) will be treated as transfer credit because they were not completed under the direct supervision of the college. Any student who completes an Internet, distance learning (DL) or the SUNY Learning Network (SLN) course originating with, and under the direct supervision of the college, will receive both Delhi credit and grades.

9. An academically dismissed student, or one who has been suspended, cannot transfer credits to the college until he/she applies for readmission and regains matriculated status. An expelled student can never transfer credits to the college.
 10. Transfer credits count in the credit hour total needed for graduation, and transfer students must meet the retention standards appropriate to their credit hour standing (see Section 1.384).
 11. All Advanced Placement Exams (see section 1.34-6, CLEP exams (see Section 1.34-7), New York University Foreign Language Proficiency exams (see Section 1.34-8), and Military/ACE credit will be treated as transfer credits.
2. Substitution or Waiver of Courses
- a. Physical Education
The requirement for Physical Education may be waived upon the recommendation of the College Physician to the Provost for health reasons and by the Provost for extenuating circumstances. Health and Physical Education requirements may be waived for veterans if the veteran files a waiver, which is available from the Office of Records and Registration.
 - b. Credit Courses
 1. In the instance that a student presents exceptional capabilities in a particular area, and after consultation with their faculty advisor, a student may petition their department chair or division dean to substitute or waive a particular course requirement in a curriculum. In the instance that the request for course substitution or waiver pertains to any General Education requirement, the approval of the Provost will also be required. Either of these petitions must be documented by completing the Substitution or Waiver Form (see form in the Appendix).
 2. In addition, the department chair or division dean may waive course requirements because of extenuating circumstances (misadvisement and course cancellations). In such instances, however, an appropriate course must be substituted.

c. Course Substitution Policy For Students With Disabilities

Gaining approval for a course substitution places responsibility upon the student. Therefore, it is recommended that the student initiate the request early in his/her academic career. Course requirements for degrees granted by SUNY Delhi are designed to provide a comprehensive education in the student's major field of study. In awarding a degree, SUNY Delhi is recognizing the satisfactory completion of a set of courses it deems representative of the academic standards it upholds. In addition, all admitted students are regarded as otherwise qualified to participate in any program of academic study with or without reasonable accommodations. Therefore, students with documented disabilities are not excused from degree or specific program or curriculum requirements (see Academic Policy 1.34-3).

However, in some limited circumstances, substitution of a course requirement may be determined to be a reasonable and appropriate accommodation for a student with a properly documented disability. An accommodation of this nature is considered only when it has been confirmed that the student's disability makes completion of the requirement impossible. Consideration of a course substitution is done on a case-by-case basis.

It will be necessary for the student to have declared a major before the request can be considered. This will allow a determination to be made as to whether or not the requested course substitution represents a fundamental alteration in the chosen field of study. SUNY Delhi retains the right to revoke a substitution in the event that the student changes majors.

The final decision regarding a course substitution will rest with the appropriate Division Dean/Department Chair.

A student with a disability who wishes to request a course substitution as a reasonable accommodation is expected to:

1. Submit the appropriate written documentation verifying a disability that substantially limits the skills required for the successful completion of the required course. The documentation should be submitted to the Coordinator of Services for Student with Disabilities, Resnick Learning Center. The Coordinator will communicate a student's verification of a disability to the student's academic advisor.
2. Consult with their academic advisor, to identify an appropriate course of action; course substitution or waiver, and to complete a Substitution or Waiver Form.
3. Submit completed Substitution or Waiver Form to their Division

Dean/Department Chair for approval.

4. The students Division Dean/Department Chair will provide the student with a determination of their decision within thirty days of submission. If a student's request is denied for any reason the Division Dean/Department Chair must complete the Statement of Justification for Denial on the Substitution or Waiver Form.

If the petition is not considered to be a reasonable accommodation and as a result, is denied, the student has the right to appeal the decision by following the Redress of Student Complaint process (Academic Policy, 1.367).

- d. In all cases, the minimum number of credits for graduation must be met.

3. Credit by Examination

The following campus policies and procedures regarding credit by examination were developed in accordance with the guidelines provided in Item No. 168 of the SUNY Policy Handbook and the Memorandum to Presidents, 76-11.

a. Challenge Examinations

1. A student who is matriculated at SUNY Delhi and believes that he/she has mastered course content is eligible to apply for and receive Credit by Examination. Any course that is not specifically excluded from this policy by the Office of the Provost may be taken by examination. Programs with certain courses to which they believe the course challenge concept does not apply may petition the Office of the Provost for such exclusion. There is a fee for challenging a course. Before an evaluation will be given, a student must obtain written course information, including course objectives, from the instructor. After reviewing the course objectives, a student must then file an application for an examination (see form in Appendix) with the division. The application must include a detailed statement by the student stating qualifications for challenging the course. The division must then review and approve the application with the concurrence of the instructor and the department chair or division dean. An evaluation date will be set by the instructor. If a student's request is rejected, he/she may appeal to the Provost.

A letter grade based on the instructor's evaluation is placed on the student's transcript. An F will not be recorded.

2. The intent of this policy is to provide a means whereby learning and competencies may be translated into acceptable, recognized, academic credit as may be appropriate to the option in which a student may wish to enroll.

Requests for exemption from credit by examination must be made by the academic division offering the course and must be supported by specific reasons for exempting the course from credit by examination. Approval or disapproval of a course exemption request rests with the Provost.

3. Procedures to Apply for Credit by Examination

- a. A student will review the course information assignment sheet and the course outline containing course objectives which will be made available upon request by the chair of the department or dean of the division in which the course is offered.
- b. After reviewing course content, as listed in Step I, a student may complete an Application for Credit by Examination. Applications for Credit by Examination will be available in division offices, Career Services and the Office of Records and Registration.
- c. A completed application will be submitted to the chair of the department or dean of the division in which the course is offered. The department chair or division dean and the appropriate instructor will evaluate and assess the completed application and will consult with those indicated in determining the approval or disapproval of an application. When an application is approved, a copy of the application, along with payment, should be forwarded to Student Accounts prior to the administration of the challenge exam.
- d. When an application is not approved, the department chair or division dean will provide the applicant with a written explanation setting forth the reasons for the denial. A student may appeal in writing to the Provost for review of a rejected application. When an appeal is successful, the Provost, in consultation with the department chair or division dean and the instructor, will establish an examination date, time and location notifying the student in writing.
- e. In all cases, the examiner is responsible for reporting the grade to the Office of Records and Registration no later than three instructional days after the examination has been administered. Upon receipt of the instructor's grade report (of a passing grade), the College Registrar will update the student's transcript to show credit and quality points awarded. The transcript entry will read as follows (sample):

| <u>Course Name</u> | <u>Course Number</u> | <u>Course Title</u> | <u>Grade</u> | <u>Credit Hours</u> | <u>Earned Hours</u> | <u>GPA Hours</u> | <u>Quality Points</u> |
|--------------------|----------------------|----------------------|--------------|---------------------|---------------------|------------------|-----------------------|
| ENGL | 200 | Advanced Composition | B | 3 | 3 | 3 | 9 |

The date on which the course challenge occurred will appear at the bottom of the transcript in a Comment Block.

It is understood that the transferability of grades received by credit for campus examinations are subject to the policies of the recipient colleges. The student is responsible for the campus examination fee. The current cost of the examination fee can be obtained by contacting the Registrar in the Office of Records and Registration.

4. Guidelines for Implementing the Credit by Examination Policy
 - a. A student may not repeat an examination which he/she previously failed; use an examination to pass a course which he/she failed at Delhi or any other college; audit a course and later take an examination for credit. It is possible, however, for a student to be in a course for a period of time (not to exceed two weeks), withdraw from the course and then challenge the course.
 - b. It is the responsibility of the program of instruction to administer and proctor examinations under conditions that are commensurate with good testing practices.
 - c. The length of an examination should not exceed the total number of weekly contact hours for a course. No examination should be less than two hours in length.

b. Standardized Proficiency Examinations

1. The right to credit by examination applies where appropriate examinations and other standard means for determining minimum performance, knowledge and competencies are within the technical capability of the college. The student must obtain approval from the Registrar before examination scores can be submitted for course work.
2. Where a comparable standardized proficiency examination is available, such as subject examinations administered by College Level Examination Program (C.L.E.P.), Regents College Examination (R.C.E.), Advanced Placement Tests of the College Entrance Board and the U.S. Armed Forces Institute Examination (USAFIE), students may continue to offer satisfactory and appropriate examination scores for credit.

The amount of credit assigned on the basis of standardized proficiency examinations will be determined only after 12 hours of course work have been completed at Delhi. The College Registrar will maintain a current file listing each CLEP, RCE, Advanced Placement and USAFIE examination for use by the professional staff. The Career Services Office will maintain a similar file for student reference and information.

No fee will be assessed by the college to obtain credit by examination through CLEP, RCE or Advanced Placement and USAFIE. The student will, however, be responsible for payment of fees required to take examinations. Credits obtained by CLEP or RCE examinations will be included on a matriculated student's record, although credits will not be included in computing the GPA. The college at Delhi will award college credit to students who present credit granting scores on subject matter examinations as recommended by the American Council on Education. (See chart in the Appendix.) Students receiving a grade of three or higher will be given credit for College Board Advanced Placement Tests, college credit will be awarded to students who score 55 or better on RCE examinations. The existence of a standardized test (e.g., CLEP, RCE) in a particular subject area will not preclude a student from applying and being granted approval for campus examinations.

B. Credit by High School Articulation

1. Students may apply for and be awarded credit through approved secondary school/SUNY Delhi articulated agreements.
2. The maximum number of credits awarded through credit by articulation is 15.
3. Credit awarded through prior experience is not used in the calculation of the GPA.
4. A student must complete 12 or more credits at SUNY Delhi with a minimum GPA of 2.0 before articulated credit is posted on the transcript utilizing the special grade of AH (Articulation - High School).

C. Earning Credit through Special Programs

When the opportunity to deliver course work (under the direct supervision of the college) which falls outside the realm of the guidelines stated in SUNY Delhi's Academic Policies Handbook, it may be offered through a Special Program. If the proposed course work is considered to be a valid curriculum that would benefit both the target group of students for which it was designed, as well as the college, it should be presented to The Innovative Academic Initiatives Committee by the respective department/division desiring to offer the program.

The Innovative Academic Initiatives Committee, one of the committees of the College Senate, reviews the proposal, and, if approved, determines a trial period during which the program can be offered. At the end of the trial period, the department/division re-evaluates their new offering, based on the results of the trial period and the recommendations of the the Innovative Academic Initiatives Committee, and the department/division makes the final determination whether to forward the proposal to the Curriculum Committee.

1.35-3 JOINTLY REGISTERED PROGRAMS AND BRANCH CAMPUSES

Jointly registered programs represent special relationships between units of the State University of New York and/or other institutions of higher education. These relationships may require special procedures above and beyond those normally in use at the College. Similarly, programs completed at a –Branch Campus‖ may also require alternative processes to administer the programs.

Exceptions to normal operating procedures may be established for these programs. For example, students will transfer actual letter grades for course work completed at the –Branch Campus‖ to satisfy degree requirements within a jointly registered program.

Programs of study which require specialized procedures or exceptions to normal academic policies are listed in Appendix C with an explanation of those exceptions which apply to the specific program.

1.35-4 METHODS OF ESTABLISHING REQUIREMENTS

- A. Requirements for matriculation in the college are recommended by the faculty through appropriate divisions and reviewed by the Curriculum Committee and approved by the College Senate and the President.
- B. Requirements for admission into programs or curricula are proposed by the faculty charged with the administration of the program or curriculum, approved by the Curriculum Committee and instituted with the concurrence of the Provost.

1.35-5 COLLEGE STUDIES

The college, in cooperation with the high schools of Delaware County (and others), has instituted a College Studies Program designed to permit well-qualified high school juniors and seniors and specially talented lower level students (with permission of the high school principal) to begin college-level work while still enrolled in high school.

1.36 CLASSROOM EXPECTATIONS

1.361 THE RIGHT TO LEARN AND STUDENT CONDUCT IN THE CLASSROOM

The instructor, whether in the classroom, in conference, or in on-line instruction will encourage free discussion, inquiry and expression. Student performance will be evaluated wholly on an academic basis, not on opinions or political ideas unrelated to academic standards. However, in instances where a student does not comply with an instructor's reasonable conduct expectations in the classroom, such non-compliance can affect the student's evaluation and be cause for permanent removal from class or dismissal from college. A request for the permanent removal of a student from class can be made by completing the "Dismissal of Student from Class for Disruptive Behavior Form." (See form in the Appendix.)

The use of cell phones and other electronic devices within class is prohibited without permission of the instructor. Students are required to turn off cell phones and other electronic devices and refrain from using these devices in class. A student's refusal to turn off cell phones and other electronic devices may be cause for dismissal from class and the student will be charged with an absence. In addition, ongoing use of any electronic device which disrupts class may be cause for permanent removal from the class.

Academic performance which falls below accepted standards will place a student in academic jeopardy. The instructor should complete the Early Warning on-line notice to notify the student, advisor, and the Office of Advisement and Retention (See form in the Appendix). Failure to check mail and/or e-mail cannot be used as a reason to claim lack of notification.

1.362 ACCOMMODATIONS FOR ETHICAL CONCERNS

This policy pertains to procedures and actions in the laboratory setting only, to which the student may specify ethical objections; the policy shall not apply to course content or to the free exchange of ideas.

Students who request that faculty provide alternative instruction and/or testing in a laboratory setting for ethical reasons must: 1) specify the nature of their ethical concerns in writing, and 2) provide adequate time for the instructor and his/her peers to determine whether an accommodation shall be made for the student.

If the faculty members who are responsible for teaching that curriculum agree that an alternative mode of instruction or testing meets the same learning objectives as the original assignment, the student will be granted the accommodation.

Faculty members will exercise due diligence in accommodating legitimate ethical concerns, and shall strive to be consistent in rendering their decisions.

If agreement between a student and the faculty members cannot be reached, or if the faculty members conclude that the accommodation would not meet appropriate standards, the student will be denied such accommodation.

The student has the right to grieve a denial, by following the process outlined in policy 1.367 (Redress of Student Complaints).

1.363 ATTENDANCE POLICY

- A. Each faculty member will determine his/her attendance policy, which must be fair and equitable. Excessive absences will not result in a student being withdrawn from the course by the instructor, but a student may receive a failing grade based on attendance.
- B. Faculty will not lock tardy students out of class, but faculty may equate two or more instances of tardiness to an absence. Habitual lateness that significantly disrupts the learning process may result in a student being withdrawn from class by the instructor according to Section 1.36-1.
- C. If a student perceives that the attendance policy is not carried out in a fair and equitable manner, the student should follow Section 1.367 of the Academic Policy, which deals with redress of student complaints.
- D. At the first meeting of the semester for each course, the instructor will provide all enrolled students with a copy of the "Course Information for Students" document which will include a clear statement of the attendance policy for the course. This document will be a binding agreement between the student and instructor.
- E. Students will not be penalized for absences due to religious holidays. It is the responsibility of each student to notify his or her instructors, in advance and in writing, that they will be missing classes because of religious beliefs. Make-up work, including exams and quizzes, should be provided in accordance with State Education Law - Section 224A.3, which states: "It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirement which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student each equivalent opportunity."
- F. The number of absences can exceed the number of allowed absences as outlined by the instructor, without penalty if all of the absences are the result of a religious holiday, a student's involvement in a college sponsored academic or extracurricular activity, or a documented medical absence.
- G. The faculty is encouraged to make the most effective possible use of the resources in the community and neighboring areas of the State which supplement the facilities of the college and contribute directly to the instructional program. Since this necessitates excursions of students away from campus for intervals of time in excess of the normal laboratory period, certain side effects may be incurred, such as conflict with schedules of other courses, the dining hall schedule, use of vehicles, the services of other members of the faculty, administrative expense, etc. It is essential, therefore, that such excursions or field trips be carefully planned and supervised by the faculty members involved.

- H. Likewise, the SUNY Delhi faculty encourages student participation in trips for members of student organizations sponsored by an academic unit, trips for college classes, and trips for participation in college sponsored extracurricular events – including intercollegiate athletics. The faculty believes that these activities can be of substantial educational value. Students must keep in mind, however, that their primary objective is learning, which begins in the classroom.
1. Before deciding to participate in any activity which may necessitate the student's absence from class, the student should carefully weigh the consequences of absences—even though officially allowed—upon academic performance.
 2. Absences from class for participation in these activities will be considered allowed provided the required procedures are followed (see J. –Requirements for Notification of Allowed Absence)).

I. Requirements for Notification of Allowed Absence

It will be the responsibility of the student to notify their instructors of any anticipated absence prior to the end of the second week of classes. Exceptions can be made in this notification period if the student's unanticipated participation in a college sponsored activity arises after the second week of classes. In this instance the student must notify the instructor at least 48 hours before the anticipated absence. Examples of this exception could include, but are not limited to: the re-scheduling of activities/contests, national qualification following anticipated regional participation; the fact that some intercollegiate athletic teams rosters are not set until after the first week of the semester; and the fact that a student's interest in a particular club or organization may not become evident to them until after exploration beyond the first week of classes. Notification of a student's participation will come in the form of a written and signed memo by the advisor/instructor/coach who will be supervising this activity. This allowed absence memo must include each of the following:

1. the name of the advisor/instructor/coach and their college contact information (office location, phone number, and email address),
2. the activity name,
3. the activity date(s),
4. the duration of the activity – including departure time from the college and the anticipated return time to the college, and
5. a complete list of those students and any faculty/staff member involved in the activity.

This memo must be signed and dated by the advisor/instructor/coach member who is requesting the allowed absence. A copy of this memo should also be submitted to the supervisor of the advisor/instructor/coach requesting the allowed absence. The advisor/instructor/coach will also be responsible to send each instructor a memo identifying the students who did not participate in the activity.

Whenever there are more than five students involved in one activity requiring absence from class, the advisor/instructor/coach will be permitted to send an announcement through Delhi Today identifying the activity, the date and time of the activity, and the students participating. This would replace the requirement above for notification from each student and from each advisor/instructor/coach to each faculty member. The advisor/instructor/coach will also be responsible to notify individual instructors of those students who did not participate in the activity.

J. Conditions of Allowed Absences

1. An allowed absence does not relieve the student of the responsibility of learning course material. This responsibility clearly rests with the student. Furthermore, while trips for student organizations, college classes and college sponsored extracurricular events, such as intercollegiate athletics are allowed, practices and meetings for these are not considered allowable absences. In the instance of athletic practices, club meetings and such, academic classes take precedence.
2. Each instructor should outline in their respective course syllabus the number of allowed absences granted to the student for this particular course (refer to Section 1.362-A in the Attendance Policy). Absences related to academic and extracurricular activities are to be applied to the total number of allowed absences per class as outlined in the instructor's course syllabus. However, those absences related to student participation in a college sponsored academic or extracurricular activity are not to carry a penalty assuming the proper procedures are followed (refer to Section 1.362-J in the Attendance Policy).
3. The student must communicate with their instructor prior to their absence to discuss all relevant course issues that pertain to the excused absence, such as lecture/lab notes, assignments, quizzes/exams, and any other pertinent course material. At this time the instructor will determine the completion date(s) of all assignments and quizzes or exams.
4. The duration of any trip must be limited to two consecutive instructional days for the student.
5. It will be the responsibility of the advisor/instructor/coach to notify the necessary instructors regarding those students who failed to participate in any previously allowed activity.
6. Any departure from these requirements must have the approval of the Provost. The Provost's signature must appear on the Allowed Absence memo that requires any such departure.
7. If the student believes that they have a legitimate grievance with this policy in its entirety or in part they may address this concern by following

those steps for appropriate academic action as outlined in Section 1.367, Redress of Student Complaints.

- K. Students are advised to communicate with their instructors when illness interferes with their course work or class attendance. It is the student's responsibility to provide the Student Health Service (SHS) with written documentation of illness or injury that interferes with their attendance if they are seen by a medical provider other than at the SHS. When students have an EXTENDED illness or injury diagnosed by the SHS, a notice of their absence will be sent by the SHS to their advisor who will communicate with their instructors. NO private medical information will be released without written consent of the student. Students will be responsible for all course work required or assigned during absence or illness.
- L. There are additional requirements for students on academic probation; please refer to Section 1.384-1.

1.364 ACADEMIC HONESTY

A. Position

The college assumes that teaching and learning take place only in an atmosphere of intellectual honesty. As teachers and students have come together for the mutually agreed upon purposes of teaching and learning, the college expects that each approaches the classroom experience with the intention of open and honest intellectual pursuit. As part of the process, teachers shall clearly describe at the outset the means of evaluating students in this pursuit and students shall, in these evaluations, give an honest accounting of their growth and development. Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited. Any violation may be met with penalties ranging in severity from a grade of zero for the work involved to a grade of F for the course and possible suspension from the college. The student may appeal any violation or penalty decision.

B. Reporting Violations of Academic Integrity

If a faculty member discovers that a student has committed an act of academic honesty violation that warrants a sanction beyond a verbal warning, the faculty member must report this incident to the Director of Academic Advising and Early Warning. Following this report, any further action will follow the College's Academic Integrity Policy as it is cited in the Student Code of Conduct, Section XXV.

1.365 EXAMINATIONS

Definition: For the purpose of the following policy clarification, a final exam shall be defined as any exam that carries more weight in determining course grade than any other exam in the course or that is comprehensive over at least half of the semester's work; a final exam is not necessarily a comprehensive exam. A unit exam is any exam that is not a final exam; it is any exam that carries no more weight than some other exam in the course and that is not comprehensive. (Memo to Chairs, 10/23/92)

- A. Programs responsible for the instruction of students in courses may determine if student exemptions are to be allowed for the final examination.
- B. Time of administration. Final examinations are to be administered during the period specified by the College Registrar in the Final Examination Schedule, or by the faculty member, if no such exam schedule is established.
- C. Weight of examination. The weight of the final examination in determining a final grade is discretionary with the instructor. The relative weight should be communicated to students in the "Course Information" document.

1.366 CHANGES IN SCHEDULED MEETINGS OF STUDENTS

All changes in schedule (e.g., times for classes, periods for testing or review, evening classes, etc.) must be initiated and approved by the department chair or division dean and affirmed by the College Registrar. An "Application for Facilities Usage" (Green Sheet) must be submitted to the Director of the Physical Plant. No classes are to be cancelled without prior approval of the department chair or division dean.

1.367 REDRESS OF STUDENT COMPLAINTS

If a student believes that he/she has a legitimate grievance against a faculty member or some part of the academic process (except dismissal), only he/she may seek redress at any time within the semester through the incomplete period (see Section 1.373G) by way of the following steps. For Academic Policies concerning grade changes see Sections 1.352F and 1.377. For other policies that address student concerns please consult the Student Handbook and/or the College Catalog.

- A. If the student can bring the complaint directly to the instructor, he/she should do so and, together, they should resolve the problem.
- B. If the student cannot bring the complaint to the instructor or if he/she does and the matter is not resolved satisfactorily, the student may request his/her division dean to act as an intermediary between the student and the instructor to solve the problem. The division dean will consult both with the instructor and the student and, acting as impartial arbitrator, render a decision in writing to both.
- C. If the student does not accept the decision, he/she may appeal in writing to the Provost. If the instructor does not accept the decision, he/she may appeal in writing to the Provost.
- D. The Provost, as impartial arbitrator, renders the final decision in writing to the student, the instructor and the division dean.

(Revised 6/3/13)

1.368 ACADEMIC COMPUTING

Academic computing is a privilege, not a right. Users must respect the equipment and the convenience of other users. It is unethical to attempt to overload any system, to attempt to violate the privacy of another user's files or to copy copyrighted material. All users are expected to follow the rules

posted in the Computer Laboratory. Violations of proper use regulations governing academic computing can result in penalties, including a reprimand or expulsion.

1.37 GRADING SYSTEM

1.371 CREDIT HOURS

A semester hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction consisting of lecture, seminar, quiz, discussion or recitation, with a normal expectation of two hours of outside study for each class session.

A semester credit hour is awarded for the equivalent of 15 periods of laboratory, field trip, internship, practicum, workshop or group study, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five, 50-minute sessions of such activity would normally earn one semester hour of credit. Where such activity involves substantial outside preparation by the student, the equivalent of 15 periods of one hundred minutes duration each will earn one semester credit hour.

One credit for independent study will be awarded for the equivalent of forty-five, 50-minute sessions of student academic activity.

1.371-1 CREDIT FOR DEVELOPMENTAL COURSES

Credits earned in developmental courses cannot be used to satisfy degree, certificate, and/or graduation requirements, nor can they be used to calculate the cumulative GPA. They will, however, be recorded on the transcript.

1.372 GRADES AND QUALITY POINTS

- A. At the first class meeting of the semester for each course, the instructor will provide all enrolled students with a copy of the "Course Information for Students" document which will include a clear statement of the grading policy for the course.
- B. Grades and quality points are recorded as follows:

| <u>Grades</u> | <u>Quality Points Per Credit Hour</u> |
|---------------|---|
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |

| | |
|--------------|------|
| D | 1.00 |
| D- | 0.67 |
| F Failure | 0.00 |
| *P Pass | 0.00 |
| *NP Not Pass | 0.00 |

- C. Academic grading policies associated with distance learning courses can be found in the Appendix.

1.373 SPECIAL GRADES/NOTATIONS

A. W - Withdrawn

1. Definition. A voluntary relinquishment of one's enrollment in a course.
2. Intent of Policy. This policy places the ultimate responsibility for the decision to drop a course with the student. The role of the instructor and the advisor is to challenge, advice and discuss long-range implications of the decision. The instructor does not have the "right" to refuse to sign a student's withdrawal form without cause, up to and including the last day for course withdrawal. If, however, it were proven that a student had plagiarized an assignment, cheated or engaged in disruptive behavior, then the instructor would be justified in refusing to sign a withdrawal form for the student. For full-time students, withdrawals which result in the student's course load falling below 12 hours shall have the approval of the department chair or division dean.
3. Computations. A grade of W is equitable to no credit hours attempted and no quality points earned. In other words, a course in which a W is recorded is not computed in the GPA.

- B. WI - Withdrawn by Instructor. A grade of WI is given to a student who is withdrawn from a course by an instructor. A grade of WI is equitable to no credit hours attempted and no quality points earned. In other words, a course in which a WI is recorded is not computed in the GPA. A student withdrawn from a course after the withdrawal date will receive a grade of F.

- C. WP - Withdrawn Passing. A grade of WP is given to a student who withdraws from college after midterm while doing satisfactory work. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. A grade of WP is equitable to no credit hours attempted and no quality points earned. In other words, a course in which a WP is recorded is not computed in the GPA.

- D. WF - Withdrawn Failing. A grade of WF is given to a student doing unsatisfactory work and who withdraws from college after midterm. For courses which meet for less than one semester, midterm is defined as the midpoint of the course. A grade of WF is equitable to no credit hours attempted and no quality points earned. In other words, a course in which a WF is recorded is not computed in the GPA.

- E. P - Pass. A grade of P is given to a student who satisfactorily completes all of the requirements of a course. Credit will be given for the course but no quality points will be awarded. In other words, a course in which a P is recorded is not computed in the GPA.
- F. NP - Not Pass. A grade of NP is given to a student who does not satisfactorily complete the requirements of a course. No credit will be given for the course and no quality points will be awarded.
- G. IN - Incomplete. This designation indicates the temporary withholding of a grade. It may be used in cases where a student has not been able to complete a course for what, in the instructor's judgment, is a compelling reason. The grade of IN must be changed to a letter grade within 20 calendar days from the end-of-term date for a given academic term. Failure to submit a change of grade by this time will result in the Incomplete becoming an F grade. Implicit is the understanding that the instructor and the student have reached an agreement, in writing, of the nature of the course work which the student will complete by the extended due date.
- H. IP - In Progress. This grade is used for those courses which begin in one semester and end in a subsequent semester.
- I. AH - Articulation-High School. A grade of AH is used for those courses which have been awarded credit through approved secondary school/SUNY Delhi articulated credit agreements.
- J. E - Exclude. This notation indicates that the grade in the designated course is excluded from the calculation of the GPA. (See Sections 1.351 G and 1.374)
- K. I - Include. This notation indicates that the grade in the designated course is included in the calculation of the GPA.

1.374 REPEATING COURSES

Students may elect twice to repeat a course(s) previously taken (*subject to program-specific policy*); this includes courses in which a student receives any grade, including a grade of W, WI, WP or WF. Students who repeat a course will have the grade points previously earned recalculated to exclude the lower grade and to include the higher grade. This grade point recalculation will only apply to the degree in progress at the time of the exclusion. Grades may not be excluded once a degree has been conferred. All grades will be retained on the transcript.

No additional credit is earned by repeating a course if the previous grade was a passing grade.

If a student still fails to receive a passing grade in a course, he/she may request approval to take the course for the 4th, or subsequent times from the dean of the within which the student is enrolled.

1.375 POSTING OF GRADES

The Family Educational Rights and Privacy Act of 1974, as amended (The Buckley Amendment), prohibits the disclosure of personally identifiable records without the consent of the student. This prohibition extends to the posting of grades. If faculty members wish to post grades in any form which might identify the student (including name, social security or seat number, etc.), written consent must be obtained from the student. If faculty members plan to post grades, etc., it is suggested that they have students sign a statement saying, "We the undersigned students are aware of our rights under the Family Educational Rights and Privacy Act of 1974 and we do not object to the posting of our grades in (class, number and name)." This statement should be circulated to classes at the beginning of each semester. For additional information contact the College Registrar. Also, refer to the "Handbook for Organization and Administration" and the "Handbook of Student Affairs". (Policies and Directives Notebook, No. 27, 6/21/76.)

1.376 DISTRIBUTION OF GRADES

Final grade information will be available on the web (www.delhi.edu) in compliance with the guidelines outlined in FERPA (Family Educational Rights and Privacy Act). Students will access their grades using their personal identification number (PIN). The Office of Records and Registration will make arrangements for students who are unable to access their grades on-line upon written request. The college will not release PIN numbers to anyone but the student. Midterm grades are provided to each faculty advisor; one copy is for the advisor's files and the other is for distribution to the student. Faculty advisors are encouraged to counsel with students, especially those having poor midterm grades and/or attendance problems. *(Revised 6/3/13)*

1.377 CHANGING OF GRADES

Grades can only be changed by the instructor who submitted the original grade. A change of grade must be submitted on the Change of Grade form. (See form in the Appendix.)

A request for a change of grade will be honored for a period of two years from the date of the original submission.

For grade changes involving WP and WF see Section 1.35 L, 2.

For grade changes involving IP Grades see Section 1.373 H.

For grade changes involving Redress of Student Complaints see Section 1.367

(Revised 6/3/2013)

1.382 RECOGNITION OF SCHOLASTIC ACHIEVEMENT FOR A SEMESTER

Dean's List – A GPA of 3.50 or more in a semester qualifies a student carrying six credits a semester or more for that semester's Dean's List. Dean's List recognition will be noted on the student's transcript and in a letter and certificate from the Provost.

1.383 GOOD STANDING

A GPA of 2.00 or more is required for graduation from any degree or certificate program. Any GPA less than 2.00 indicates that the student is performing at a level below that required for graduation.

1.384 ACADEMIC PERFORMANCE - DISMISSAL/PROBATION

Student academic performance is evaluated by the Scholastic Standing Committee (see Section 1.4). This evaluation is used to determine a student's eligibility to continue at the college.

At the end of each semester, the records of all students will be reviewed. Students who fail to make satisfactory progress will be dismissed from the college (see below). Any student whose GPA falls below 2.00 will be either placed on probation or dismissed from the college. It is not necessary that a student be on probation before being dismissed.

The following cumulative GPAs are used to identify students who are subject to routine dismissal for academic reasons. A student classified as an academic dismissal will be dropped from matriculated status.

| GPA Hours (see page 11) | Dismissal Below Cumulative GPA of |
|-------------------------|--------------------------------------|
| 0 - 18.5 | 1.30 |
| 19 - 30.5 | 1.50 |
| 31 - 40.5 | 1.80 |
| 41 - 48.5 | 2.00 |
| 49.0 or more | 2.00 |

An academically dismissed student cannot transfer credits to the college until he/she applies for readmission and regains matriculated status.

1.384-1 PROBATION PROGRAM

When the cumulative GPA falls below 2.00, a student loses good standing and will be placed under signed contract with the academic advisor in the Academic Probation Program, which may include but not be limited to:

- A. An academic load not to exceed 15 credit hours for students with a GPA of less than 2.00 and greater than 1.50.
- B. An academic load not to exceed 12 credit hours for students with a GPA below 1.50.
- C. Enrollment, when appropriate, in developmental/study skills courses, and/or workshops,

and/or tutoring, in consultation with the Resnick Learning Center.

- D. Monthly meetings with an academic advisor.
- E. A minimum of 90% class attendance in the following semester.
- F. A scheduled meeting with the advisor to review grades and classroom attendance.
- G. Attendance at academic group meetings as established by the academic department or division.

Students will remain in the Academic Probation Program, even if they change programs, until their cumulative GPA reaches 2.00 or above at which time their good standing will be re-established. Students who fail to comply with contract obligations may be subject to dismissal.

1.385 RE-ESTABLISHING MATRICULATED STATUS FOLLOWING ACADEMIC DISMISSAL

- A. Students dismissed for academic reasons will not be matriculated into the college for a period of one semester. During this time it is required that the student successfully complete 6 college credit hours with a grade of C or better in each course. To improve a student's chance of being considered for readmittance, it is strongly recommended that the student get prior approval of these courses from their advisor. In the event that the faculty advisor cannot be reached, prior approval can be obtained from the department chair or the division dean. Attendance at an approved summer session will be counted as a semester "not in attendance." Students who are academically dismissed from the college will not be allowed to attend SUNY Delhi as a non - matriculated student unless their permanent residence, as determined by the Office of Enrollment Services, is within Delaware County, or unless the student enrolls in an internet class, originating from SUNY Delhi. Students living outside of Delaware County must have a permanent residence within a 40 mile radius of the college (see Section 1.34 - 5B). All other students should attend another accredited institution.
- B. After an interval of at least one semester, the dismissed student may petition the Dean of Enrollment Services for re-matriculation by filing a formal application at least one month before the proposed date of readmission (see form in the Appendix).
- C. The application for re-matriculation must be approved by the Dean of Enrollment Services in consultation with the department chair or division dean, the Provost, the Vice President for Student Life and the Bursar.
- D. The readmitted student shall be required to achieve a term GPA of at least 2.0 at the end of the first semester following re-matriculation to avoid being dismissed. In succeeding semesters, the student will be held to the dismissal guidelines for all other students (see section 1.384). The readmitted student will be placed on Academic Probation and will be required to adhere to the requirements of the Probation Program (see section 1.384-1).
- E. A student who is readmitted to the college within a five year period will be held to the course and graduation requirements of either the current catalog or the catalog that was in effect on the date of his/her initial matriculation. If, during the five year period, course

and/or program changes were instituted to assist students seeking licensing in a particular area of study, these changes become part of the graduation requirement.

- F. A student who is readmitted to the institution after a five year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission date.

1.386 REINSTATEMENT/REENTRY INTO THE COLLEGE FOLLOWING VOLUNTARY WITHDRAWAL

- A. Following a leave of absence (see section 1.35-1 J) a student will notify the Vice President for Student Life or his/her academic department chair or division dean of his/her decision to return to college, no later than two weeks prior to the start of classes.
- B. All other students who seek to be reinstated into the college following voluntary withdrawal (this does not include academic dismissal) may petition for reentry by processing a Petition for Reentry form with the Enrollment Services Office (see form in the Appendix).
- C. The Petition for Reentry must be approved by the Dean of Enrollment Services in consultation with the department chair or division dean, the Provost, the Vice President for Student Life and the Bursar.
- D. A student who reenters the college within a five year period will be held to the course and graduation requirements of either the current catalog or the catalog that was in effect on the date of his/her initial matriculation. If, during the five year period, course and/or program changes were instituted to assist students seeking licensing in a particular area of study, these changes become part of the graduation requirement. If a change of program or curriculum is requested at the time of reentry, see section 1.35-1, G.
- E. A student who reenters the institution after a five year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission date.

1.387 READMISSION INTO DESIGNATED CURRICULUM

Under the guidelines established by specific program areas, a student, who is in good standing within the College, can be dismissed from a particular program based upon their academic performance. This dismissed students may apply for readmission to that program, however student reentry is not guaranteed. For any programmatic policies and/or procedures the student is advised to seek counsel from the specific program department.

1.39 DEGREE AND CERTIFICATE INFORMATION

1.391 MEETING REQUIREMENTS FOR GRADUATION

- A. Petition to Graduate

SUNY Delhi students who have met degree/certificate requirements and wish to graduate must complete and submit a Petition to Graduate form to the Office of Records and Registration. This Petition must be accompanied by a copy of the CAPP (Curriculum Advising Program Planning) Degree Evaluation. The Petition for Graduation form, with

accompanying due dates, can be found in the Appendix. Failure to complete this form will prevent the students' confirmation for graduation. After final grades are processed, if the student does not meet the degree requirements for the semester in which they have applied to graduate, they must fill out a NEW petition for the new term in which they will meet graduation requirements.

B. Confirmation of Meeting Requirements for Graduation

1. The Registrar shall have the responsibility for initiating the graduate confirmation process with the Deans of each academic division.
2. The Registrar together with the Deans will be responsible for the implementation and annual review of graduation confirmation procedures. The Registrar and the Deans will implement a timely schedule of training for new faculty and an annual review of confirmation procedures with the current faculty.
3. The SUNY Delhi faculty have the responsibility to confirm that candidates have met the college's requirements for graduation. The Deans of each division shall report the results of the confirmation process to the Registrar and the College President through the Office of the Provost.
4. The Chancellor presents all recommendations for candidates for degrees at state-operated units of the University to the Board of Trustees for approval. (SUNY Policies Handbook, No. 006)

1.392 RECOGNITION FOR SUPERIOR ACADEMIC ACHIEVEMENT UPON AWARDING DEGREES OR CERTIFICATES

- A. Graduating *summa cum laude* – a student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.9 or higher qualifies to graduate *summa cum laude*.
- B. Graduating *magna cum laude* – a student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.75 through 3.89 inclusive qualifies to graduate *magna cum laude*.
- C. Graduating *cum laude* – a student who has successfully completed a degree or a certificate program from Delhi with a cumulative GPA of 3.50 through 3.74 inclusive qualifies to graduate *cum laude*.
- D. For purposes of recognition at the college graduation ceremony only, Latin honors will be based on the cumulative GPA for all **semesters/sessions** completed up to and including the **semester/session** prior to graduation. For purposes of recognition on the student's academic transcript and diploma, Latin honors will be based on the cumulative GPA for all semesters at the completion of all degree requirements.
- E. By approval of the President's Cabinet, the college will present recognition certificates to graduated students who have the highest scholastic average in each degree or certificate category (see Section 1.31 A for the current listing). The Office of the Provost is

responsible for providing the recognition certificates. Duplicate recognition certificates will be granted in the case of a tie.

1.393 AWARDING OF MULTIPLE DEGREES

Pursuant to the guidelines of the State University (Memorandum to Presidents, 86-2), the following guidelines will apply to all students desiring to qualify for multiple undergraduate degrees from the college:

Entering students who are seeking competencies in multiple areas will be given consideration for admission. The Dean of Enrollment Services will review letters of application for multiple degree programs. Multiple degree programs for currently enrolled students will be formulated by the department chairs or division deans involved and submitted to the College Registrar for approval.

- A. A maximum of 50% of the credits required for the second degree may be utilized from the first degree completed.
- B. Transfer credit applicable to each degree is subject to the policies found in section 1.35-2, A, 1.
- C. If the dual degree is being earned consecutively, (one degree after the other), the student's academic status will be computed from the new course work completed in the second degree program.
- D. If the dual degree is being earned concurrently, (at the same time), the student's academic status will be computed on a cumulative basis.
- E. Students are able to be awarded one of each of the following degrees from SUNY College of Technology at Delhi: AA (Associate in Arts); AS (Associate in Science); AAS (Associate in Applied Science); AOS (Associate in Occupational Studies); BBA (Bachelor of Business Administration); and BT (Bachelor of Technology). However, a student may not be awarded two degrees in the same degree category unless they are in a substantially different area. Students are able to be awarded any number of Certificates, since these are awarded in a specific area of competency.

Students may not earn two degrees at the same level within the same program area. For example:

- a student cannot earn an AAS in Business Administration (option 22) and an AS in Business Administration – Transfer (option 2A)
- a student cannot earn an AAS in Park and Outdoor Recreation (option 65) and an AAS in Adventure Recreation (option 64)
- a student can earn an AS in Business Administration (option 22) and an AAS in Adventure Recreation (option 64).

Students may be awarded two degrees at the same level if the curriculum requirements for the two degrees are substantially different. For example:

- a student can earn an AAS degree in CADD (option 5A) and an AAS in

Construction Technology (option 31).

Students may pursue multiple majors within each degree category. Additional majors are identified on official transcripts, but do not cause a second diploma to be issued.

1.4 SCHOLASTIC STANDING COMMITTEE

The Scholastic Standing Committee shall be a committee of faculty and shall be directly responsible to the President of the College.

A. Membership

The membership of the Committee shall consist of one faculty representative from each of the academic divisions. The Committee shall be chaired by the Provost (or designee). The College Registrar, the Provost (or designee) and the Vice President for Student Life (or designee) are ex-officio members.

B. Meetings

The Committee shall meet at the termination of each academic semester and at such other times as may be determined by the chairperson.

C. Function

The Committee shall review the end-of-semester grade reports; academic dismissals and academic standing; and review appeal letters from academically dismissed students.

D. Procedure for Appealing Academic Dismissal

1. The student needs to contact the Scholastic Standing Committee, in care of the Office of Records and Registration, in writing, by the required date.
2. The Scholastic Standing Committee members, in consultation with division faculty, will review the student's written appeal. Based on the information received, an appeal will be denied or accepted. In the event of a tie vote, the Provost will cast a vote.
3. During the appeal process, several factors may be considered when determining whether a matriculated student is eligible to continue at the college. These include:
 1. Student effort, exemplified by such things as attendance and completion of assignments.
cumulative Grade Point Average.
 2. Grade Point Average for the most recent semester(s).
 3. unsatisfactory grades in courses required by the program for which the student is registered.
 4. the number of credit hours of work completed.
 5. satisfactory completion of the individual's academic probation program contract.
 6. A circumstance outside of the control of the student--illness or accident, serious illness or death of an immediate relative--which may be reasonably assumed to have adversely affected a student's

performance to a significant degree and which, if ignored, would create an injustice.

7. Evidence furnished by the division faculty that the student was rapidly recovering from a poor start and show the motivation and capacity to catch up.
 8. Grounds for petition by the division (other than previously cited) on behalf of a student whose GPA is within a few points of the required minimum should be more than just the fact that the student's GPA is close to the minimum.
 9. In the interest of more equitable treatment of the students, all aspects of an individual case should be explored by the division faculty before a petition is submitted. Facts brought to light after the Committee has acted often places the responsibility on an administrator to alter, in some degree, the decision of the Committee. The need for such action should be minimized, if not avoided completely.
 10. If a student has had ongoing discussions during the semester with a member of the academic or professional staff regarding a dramatic change in program, the staff member may intervene on behalf of the student. An appeal is subject to acceptance by the new department chair or division dean based on new program requirements. (See Section 1.352D)
 11. If the committee determines that a student should not be dismissed, he/she will be placed on the Override Probation list; this student shall be required to achieve a term GPA of 2.0 at the end of the next semester to avoid being dismissed. In succeeding semesters, the cut-off cumulative GPA for all regular students will apply.
- b. During the appeal process, the following factors should not be considered when determining whether a matriculated student is eligible to continue at the college.
1. The student carried more than the recommended number of credits.
 2. The student was involved in too many extra-curricular activities (including varsity sports). This is a counseling responsibility of the divisions. If a student must have employment to remain in college, his/her work load should be adjusted to meet his/her condition.
 3. Housing conditions are inappropriate for study. Taking into account that study conditions are generally similar for the student body, only intolerable conditions known to the college are grounds for appeal.
3. The student will be notified of the Scholastic Standing Committee's decision, by the Provost's Office via their Delhi email address only.
 4. Appropriate campus offices will be notified of the Scholastic Standing Committee's decision by the Office of the Provost.
 5. Course schedules of academically dismissed students will be removed from the data base. Students whose appeals are accepted by the Scholastic Standing Committee must work with their academic advisors or division deans to plan a new schedule for the coming semester.
 6. If a student wishes to appeal the decision of the Scholastic Standing Committee, the

- student may contact the dean.
7. If a student appeals the decision of the Scholastic Standing Committee, the dean, acting as an impartial arbitrator, renders the final decision in writing to the student and to the dean of the appropriate division. There is no further appeal beyond this step.
 8. If an appeal is granted, the student will be placed on probation; this student shall be required to achieve a term GPA of at least 2.0 at the end of the first semester following readmission to avoid being dismissed. In succeeding semesters, the student will be held to the dismissal guidelines (see section 1.384) for all regular students.

1.5 MIDTERM GRADES

In order to counsel students effectively in academic matters, it is essential that instructors' estimates of progress be available. Estimates of performance are standard procedure at the college utilizing midterm grades. Faculty will report midterm grades by Wednesday of the seventh week of classes, so that students receive this report (through their advisors), including their semester GPA, no later than the Monday of the eighth week of classes. Directions, forms and due dates will be furnished by the Office of Records and Registration.

1.6 WAIVER OF GRADE POLICY IN ENGLISH FOR FOREIGN BORN STUDENTS

The Dean of Liberal Arts and Sciences may waive the WP and WF grade in favor of a W grade for foreign born students with notable difficulties in English. The Academic Policies Committee endorses this procedure as a practical method to minimize the impact of language difficulties on the overall GPA of the foreign student and avoid injustices through early dismissal of foreign students because of insufficient time to negotiate the language barrier.

1.7 INTERNATIONAL STUDIES

The Delhi Academic Programs and Services Handbook delineates both the policies and procedures as they apply to students on Delhi's campus. Grading, academic honesty, attendance and behavioral expectations are among the many issues addressed as are the students' rights of appeal to faculty or staff decisions. Student who are studying abroad should understand that the policies outlined in this document **MAY NOT NECESSARILY APPLY** at foreign institutions. Students attending foreign universities must adhere to the rules and regulations of that university. Students are advised that policies at foreign universities vary greatly from those used at Delhi's home campus. The staff member in residence will act as a mediator and/or representative for the student and will attempt to get a fair resolution of any dispute. In most cases the foreign institution is as interested in maintaining good relations as we are and a compromise will be worked out. Matters of required class attendance, participation and grading policies will be made clear to students at the beginning of the course work.

If a student fails to adhere to the rules and regulations of the foreign university, the student will be dismissed from the program and will return to the United States as soon as possible. Travel and housing expenses incurred under these circumstances are the sole responsibility of the student.

1.8 MILITARY RECRUITMENT ACCESS TO CAMPUSES AND STUDENT INFORMATION (SOLOMON AMENDMENT)

SUNY Delhi provides the military with access to the campus and student information in accordance with the requirements of the Solomon Amendment. SUNY Delhi's definition of directory information complies with the October 1, 1997, memorandum from Christine Alexander (Managing Senior Associate Counsel). The subject of the memorandum is Military Recruitment - Access to Campuses and Student Information (Solomon Amendment).

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The most recent previous school attended

1.9 NON-CREDIT PROGRAMS

1.9-1 INFORMATION

The Center for Continuing Education and Corporate Services (CCECS) coordinates the campus's non-credit programs. These programs include customized corporate service programs, problem-solving and consulting services, professional and personal development programs, on-the-job skills upgrading, non-credit courses and seminars developed from the academic programs, conference planning and housing services, and enrichment programs.

Continuing Education Units (CEU) are awarded based upon the guidelines established by the National Task Force on the Continuing Education Unit of the U.S. Office of Education. The CEU is a record of participation in a specific non-credit course provided by The Center for Continuing Education and Corporate Services.

1.9-2 CEU Credit

- A. The following CEU provisions are in compliance with Item No. 161, SUNY Policy Handbook and Memorandum to Presidents, 75-21, and were adopted by the Academic Council on April 11, 1978.
- B. One Continuing Education Unit represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. The CEU is designed for in-service programs for professionals and non-professionals who wish to maintain a record of their participation in approved non-credit continuing education programs. It is not equivalent to academic credit but it is applicable to appropriate learning experiences of adults for specific personal and

professional improvement. CEU credit is granted to those courses and seminars which meet established criteria for evaluation. Attendance certificates with appropriate CEUs will be awarded to all students who participate in qualified CEU courses.

C. CEU: Criteria for Evaluation

1. One CEU is equivalent to ten contact hours of participation in a qualified course.
2. A course is qualified if it is assessed by the Director for The Center for Continuing Education and Corporate Services and meets the following criteria:
 - a. The non-credit activity is planned to meet the educational needs of a specific target population.
 - b. The objectives for the non-credit activity are clearly identified and stated in written form.
 - c. Content is selected and related subject matter is logically organized to achieve the stated objectives for the non-credit activity.
 - e. There is evidence of preplanning which indicates involvement by those with instructional responsibility for the program, appropriate Center for Continuing Education and Corporate Services staff and the target public or external organizations, when feasible.
 - f. The activity is of an instructional nature and/or is sponsored by a campus academic or administrative unit that is qualified to assess the quality of the program content and approve the resource personnel utilized.
 - g. There is provision for registration of individual participants.
3. A contact hour is defined as the typical 50 minute classroom session or its equivalent. The number of contact instructional hours is readily determined in the formal classroom situation. However, in more informal formats the director or coordinator of the program must exercise judgment in determining the equivalent number of instructional hours required to achieve the educational objective. The number of contact hours involved in instruction must be determined before a course is offered to allow for CEU determination.

1.10 GRADUATE ACADEMIC POLICY

1. Establishment of a Curriculum or Program

A. A new curriculum or program proposal must be reviewed by the Curriculum Committee.

B. A new curriculum or program proposal must be approved by the College Senate and the President, after review and recommendation of the Curriculum Committee.

C. Any curriculum or program that includes a laboratory session must have written safety guidelines that have been approved by the dean or department chair and the campus safety officer. These guidelines must be presented to the students at the first lab session and also prominently displayed in the lab.

2. Changes in Curriculum or Program

A. Changes including name and structural changes in a curriculum, option or program must be reviewed and approved by the affected department, the Curriculum Committee, the College Senate, and the President.

B. Major changes in course content must be reviewed and approved by the affected department, the Curriculum Committee, the College Senate, and the President.

C. Procedures for Curriculum Development and Revision

1. Curriculum proposals are developed by faculty in the instructional unit responsible for providing the program.
2. Before the proposal is submitted by the program/department and division to the Curriculum Committee, it must have approval of the department chair, division/school dean and a majority of included faculty in the affected department. During division reviews, the proposal shall be judged on (1) its academic merit, (2) its relation to the program, and (3) its feasibility within the resources of the division.
3. Prior to submission to the Committee, proposals must be submitted to both the Director of the Library and the Registrar (1) for Degree Evaluation and Course Review, and (2) for a statement of impact. The findings of the Director of the Library and the Registrar shall be included in the proposal sent to the Curriculum Committee.
4. A proposal developed by one academic unit in response to or primarily for the benefit of another academic unit requires approval by a majority of faculty in both academic units and both deans/chairs prior to submission to the Curriculum Committee.

3. Review of Curriculum and Program

A. Courses

1. The course content of each course offered by a program should be reviewed by the program's faculty a minimum of every two years. The review should focus on the purposes and objectives of the course; the relevance of the course to the program; and depth of the subject matter and the degree to which the subject matter supplements and complements subject matter in other courses in the curriculum.

B. Academic Program Review

1. Academic program review is a process designed to ensure the continuing effectiveness of the instructional program through sound planning and decision-making. (SUNY Policy Handbook, Numbers 178 and 194 and Memorandum to Presidents, 77-3, 78-4 and 79-3.)

- C. The following summary of guidelines and procedures will be utilized in reviewing academic programs. Complete guidelines are available in the Provost's office.
1. All options, major sequences, and service offerings will be evaluated at least once in each five year period.
 2. The responsibility for reviewing an academic program lies with the specialized faculty providing instruction in that program.
 3. Program review will adhere to external accreditation mandates where applicable.
 4. Programs **without** external accreditation mandates
 - a. The Provost's office, in consultation with appropriate instructional units, will establish a sequence and schedule of program review for each instructional department. A new program will not be evaluated until it has been in existence for at least three years. In developing an appropriate schedule, priority will be assigned to programs appearing to be significantly over-enrolled or under-enrolled in relation to resources committed.
 - b. Each review will follow the procedure that requires a self-study to be submitted to the program's advisory committee or an external review panel which will visit the campus to review the program in operation and report its findings to the Provost. If a review panel is used, its membership shall be determined by the Provost after consulting with the appropriate instructional unit. A review panel shall consist of at least two individuals, one of whom shall be from outside the College; e.g., from industry or an educational agency.
 - c. Generally, the review process should be conducted in two phases during the academic year. Instructional unit personnel will consider and complete their review self-study by February 1. The second phase will involve the advisory committee or review panel, which shall meet on campus for a period of one to two days for the purpose of interviews and consultations. This phase should be completed no later than June 1.
 - d. The program advisory committee/review panel will submit its report in the form of summary minutes within 30 days of its campus visitation to the Provost, who will review the findings with the instructional unit and with the appropriate dean or department chair. Based upon all review findings, an appropriate action plan setting forth priorities and objectives to be achieved within a specified time period will be devised by instructional unit personnel, the dean or department chair and the Provost.
 - e. Funding to support the procedure will be provided in the budget allocation of each instructional unit to cover the travel, honoraria, and related expenses normally associated with an academic program review.

4. Definition of Graduate Level Work

- A. The course subject designation consists of four letters representing an abbreviation for the subject or the department offering the course. The course number is a three-digit number reflecting the general level of the course and the specific number assigned to the course by the department offering the course. Any course number at or above the level of 500 will be defined as graduate level.

5. Admission Requirements and Related Information

- A. The College has developed admission standards that are consistent with other graduate programs in New York State. A graduate admissions committee composed of admissions and graduate faculty will evaluate program-specific requirements.

A1. Applicants who are admitted to a graduate program may defer their admission to a subsequent term for up to one calendar year. Prior to the start of the term, the applicant must request the deferral in writing to the graduate program coordinator identifying the new term requested. If a student fails to start in the subsequent term request, the student must reapply to the program.

6. Academic Advisement

- A. Academic advisement for matriculated full-time and part-time graduate students shall be provided by the faculty and professional staff charged with the administration of particular programs or curricula.
- B. Academic advisement for non-matriculated part-time graduate students shall be provided by the Continuing Education division of the Registrar's Office.
- C. Each student must have her or his semester course of study approved by an academic advisor.

7. Registration

- A. Credit maximum per term – Given the rigorous expectations of a graduate program, maximum student load is recommended to be 14 graduate credit hours for each fall and spring semester. Students wishing to exceed the recommended load require approval from their academic advisor.
- B. Full time definition - All graduate students must be registered for a minimum of 9 credit hours during each fall or spring semester to be considered full-time by certain outside agencies/organizations such as lending institutions, health insurance carriers, the U.S. Citizenship and Immigration Service, etc.
- C. Students are permitted to register for a maximum of 7 credits during the summer term.
- D. Directions for registration are distributed each semester via Bronco Web and on the college web pages. While degree seeking students must be advised in order to register, to add courses, or to drop courses for a given academic session, the final responsibility for selecting the courses needed for graduation rests with the student. Students in a degree program will be required to furnish proof that they have had contact with their academic advisors for the specific academic session before they will be allowed to register, to add courses, or to drop courses.
- E. Dates for registration are designated in the College Calendar or, if there is one, the program-specific calendar. A late charge will be assessed for registration after the date specified in Section 8A.

8. Late Registration

- A. Registration after the first day of the term as defined in the College Calendar or, if there is one, the program-specific calendar shall be considered as Late Registration and the established fee shall be assessed. The College Registrar has been designated by the Provost to consider requests for waiver of this fee.

9. Adding/Dropping Courses

- A. A student may add a 7-week session course through the third calendar day of the first week of the session.

- B. A student may drop a 7-week session course without charge and without a grade of 'W' through the fifth calendar day of the first week of the session.
- C. A student may drop a 7-week session course without a drop fee, and with a grade of 'W' through the second Friday of the 7-week session. Courses dropped after that time shall be subject to the established drop fee per course.
- D. After the fifth calendar day of the first week of the session, a student may drop from any 7-week session course if the following conditions are met:
 - 1. The student has not twice dropped from the course.
 - 2. The student has first consulted with, and obtained the signature and/or electronic permission of the course instructor. Following consultation with the course instructor, the student shall have to consult with, and obtain the signature and/or electronic permission of her or his academic advisor.
 - 3. A fully completed and approved drop slip is submitted to the Registrar by the end of the business day on the Friday of the 4th week.
- E. A grade of W shall be given for 7-week session course that is dropped beginning on the sixth calendar day of the term until end of business of the Friday of the 4th week so long as the conditions in 9D are met.

10. Withdrawal:

- A. Withdrawal is defined as dropping all courses for a term or program specific session.
- B. Students withdrawing from the College before the end of the business day on the Friday of the 4th week of the session shall receive a grade of W for courses in that session. Final grades for completed courses shall stand.
- C. Students withdrawing from the College after the Friday of the 4th week of the second 7-week session in a semester (K session) and up to the Friday of the 13th week of the term (as defined and published by the Registrar) shall receive either a WP or a WF for each course as provided by the course instructor unless a grade (including a WI) for a given course has already been assigned. Students will not be permitted to withdraw from the college after the 13th week of a semester, and will receive a letter grade for all courses. The grade of WP or WF will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a WP to a WF, from a WF to a WP or from a WP or WF to a passing grade.
- D. Graduate students who wish to withdraw from the College at the end of the term should complete the following form: http://www.delhi.edu/academics/withdraw/online_based.php

11. Reentry

- A. A student who reenters or is readmitted to the college within a five year period will be held to the course and graduation requirements of either the current catalog or the catalog that was in effect on the date of his/her initial matriculation at the discretion of the academic unit.
- B. A student who reenters or is readmitted to the institution after a five year period shall be required to meet all course and graduation requirements of the catalog in place as of the readmission or reentry date.

12. Attendance

- A. Regulations concerning attendance in a particular course are at the discretion of the instructor and are announced at the start of each course. Responsibility for class attendance rests with the student.
- B. In all cases the work missed through absence must be made up. However, permission to make up such work is not automatic and is given at the discretion of the instructor.
- C. Students will not be penalized for absences due to religious holidays. It is the responsibility of each student to notify his or her instructors, in advance and in writing, that they will be missing classes because of religious beliefs. Make-up work, including exams and quizzes, should be provided in accordance with State Education Law - Section 224A.3, which states: "It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirement which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student each equivalent opportunity."

13. Grading

A. Midterm Grades – Graduate students do not receive midterm grades

B. Final Grades –

1. The grading system of the Graduate School applies to all graduate-level courses. Grades are based on a letter scale: A, A-, B+, B, B-, C+, C, D, F, P and NP. A minimum 3.0 (B) cumulative GPA average is required to maintain good standing in a graduate program. The minimum passing grade per course is program specific. See individual program for specific course grade requirements.

2. For the purpose of computing term or cumulative averages, each letter grade is assigned a quality point value as follows:

| | | | |
|-----------|-----------|-----------|----------|
| A = 4.00 | A- = 3.67 | B+ = 3.33 | B = 3.00 |
| B- = 2.67 | C+ = 2.33 | C = 2.00 | D = 1.00 |
| F = 0.00 | | | |

These grade values are combined with course credit hours to produce a grade-point average. To calculate the GPA, multiply the total number of grade points times the total number of credits and divide the total points by the total credits. GPA is truncated to the second decimal.

3. Change of grade - An instructor may not permit students to submit additional work or be re-examined for the purpose of improving their grades once the course has been completed and final grades assigned. Other than for conversion of grades from Incomplete (IN) or In-Progress (IP) to an appropriate final grade, all proposed corrective graduate grade changes, with rationale provided, must be approved by the dean/chair or designee before the Registrar may record them. A request for a change of grade will be honored for a period of two years from the date of the original submission.
4. Cumulative Grade Point Average includes all SUNY Delhi graduate courses graded A-F.

C. Special Grading Notations:

1. W - Withdrawn
 - a. Definition. A voluntary relinquishment of one's enrollment in a course.
 - b. Intent of Policy. This policy places the ultimate responsibility for the decision to drop a course with the student. The role of the instructor and the advisor is to challenge, advise and discuss with the student long-range implications of the decision. The instructor does not have the "right" to refuse to sign a student's withdrawal form without cause, up to and including the last day for course withdrawal. If, however, it were proven that a student had plagiarized an assignment, cheated or engaged in disruptive behavior, then the instructor would be justified in refusing to sign a withdrawal form for the student. For full-time students, withdrawals that result in the student's course load falling below 9 hours shall have the approval of the dean or department chair of the academic unit.
 - c. Computations. A grade of W is equivalent to no credit hours attempted and no quality points earned. In other words, a course in which a W is recorded is not computed in the GPA.
2. WI - Withdrawn by Instructor. A grade of WI is given to a student who is withdrawn from a course by an instructor. A grade of WI is equivalent to no credit hours attempted and no quality points earned. In other words, a course in which a WI is recorded is not computed in the GPA. A student withdrawn from a course by the instructor after the withdrawal deadline will receive a grade of F.
3. WP - Withdrawn Passing. A grade of WP is given to a student who withdraws from college after midterm while doing satisfactory work. For courses that meet for less than one semester, midterm is defined as the midpoint of the course. A grade of WP is equivalent to no credit hours attempted and no quality points earned. In other words, a course in which a WP is recorded is not computed in the GPA.
4. WF - Withdrawn Failing. A grade of WF is given to a student doing unsatisfactory work and who withdraws from college after midterm. For courses that meet for less than one semester, midterm is defined as the midpoint of the course. A grade of WF is equitable to no credit hours attempted and no quality points earned. In other words, a course in which a WF is recorded is not computed in the GPA.
5. P - Pass. A grade of P is given to a student who satisfactorily completes all of the requirements of a course. Credit will be given for the course but no quality points will be awarded. In other words, a course in which a P is recorded is not computed in the GPA.
6. NP - Not Pass. A grade of NP is given to a student who does not satisfactorily complete the requirements of a course. No credit will be given for the course and no quality points will be awarded. In other words, a course in which a NP is recorded is not computed in the GPA.
7. IN - Incomplete. This designation indicates the temporary withholding of a grade. It may be used in cases where a student has not been able to complete a course for what, in the instructor's judgment, is a compelling reason. The grade of IN must be changed to a letter grade within 20 calendar days from the end of the course. Failure to submit a change of grade by this time will result in the Incomplete becoming an F grade. Implicit is the understanding that the instructor and the student have reached an agreement, in writing, of the nature of the course work which the student will complete by the extended due date.
8. IP - In Progress. This grade is used for those courses that begin in one semester and end in a subsequent semester.
9. E - Exclude. This notation indicates that the grade in the designated course is excluded from the calculation of the GPA.

10. I - Include. This notation indicates that the grade in the designated course is included in the calculation of the GPA.

14. Repeat Policy –

- A. Graduate students may repeat a graduate course only once.
- B. When a course is repeated, the higher grade received, is used in the computation of the grade-point average. Both grades will remain on the student transcript.

15. Academic Standards and Standing –

- A. Unless specific performance standards are otherwise required by a particular program, graduate students who are candidates for a graduate degree or certificate must maintain a minimum cumulative average of 3.0 or above in all Delhi graduate courses.
- B. Graduate students in non-degree study are expected to meet and maintain the same academic standards as students in degree programs.
- C. Dismissal - All graduate students are expected to remain in good academic standing during the course of their study; that is, to maintain an academic record consistent with the standard above. *A student whose record falls below the standards outlined above or who otherwise indicates a lack of ability or effort needed to succeed in graduate study will be denied permission for further study.* Graduate students who are terminated for academic reasons will have placed on their graduate transcripts a notation that they were academically dismissed and date of dismissal.
 - 1. At the conclusion of each semester, the academic record of each student will be reviewed for academic standing. If the cumulative grade point average of a student is below 3.00 after twelve (12) credit hours, the student will not be permitted to progress. It is possible to be academically dismissed without first being on academic probation.
 - 2. Probation – At the conclusion of each semester, each student’s academic record is reviewed, and if the cumulative grade point average is below 3.00 after eleven (11) or less credit hours, the student is placed on academic probation until the student achieves a cumulative GPA of 3.0 (up to and including 11 credits.) However, if the student reaches or exceeds 12 credit hours and has not achieved a cumulative GPA of 3.0, the student is unable to proceed.
 - 3. Readmission – A graduate student who has been academically dismissed and is seeking reinstatement to matriculated degree status should submit an application for readmission and a supplemental information form to the Enrollment Services Office at least one month prior to the proposed date of readmission.
 - 4. Appeal - A graduate student who has been academically dismissed may submit an appeal of the dismissal to the Scholastic Standing Committee within the time frame established at the conclusion of each term.

16. Continuous Registration/Leaves of Absence

- A. A leave may be proposed for an appropriate academic or personal reason and will be subject to approval by the student's department, school or college. Normally, a leave of absence will be granted for a period up to one year. Multiple leaves may be granted up to a combined maximum of four semesters.
- B. A student who does not register for one or more semesters and does not have an approved Leave of Absence for that time will be assumed to have voluntarily withdrawn from the College. The interpretation of this inaction will be that the student does not intend to return for graduate study.

A subsequent return to the College to complete her or his degree requirements will require the student to follow the readmission procedures.

17. Statute of Limitations

- A. All requirements for a master's degree must be completed within five calendar years or within program specific requirements from the date of initial registration in the program, unless the academic unit grants an extension of time. This provision applies equally to students who enter with or without advanced standing or transfer credit.

18. Transfer Credit

- A. Prior college credit: Students seeking transfer credit, at the time of admission, must provide official transcripts to the Graduate Admissions Committee at SUNY Delhi. Only graduate courses with a grade of B or better and completed within five years prior to matriculation are transferable. Transfer credit will not be included in the computation of a graduate student's grade point average at SUNY Delhi. A maximum of twelve hours of graduate work may be accepted for transfer credit by SUNY Delhi.

If, after being admitted to a degree program, a student wishes to transfer courses from another institution, he or she must submit the "Petition to Take Courses at Another College" while enrolled in SUNY Delhi's graduate program to his or her advisor. This petition requesting such approval must include institution name, catalog number, title, and description of each course being proposed for transfer credit and the equivalent course at SUNY Delhi. Upon completion of the course, an official transcript must be sent to the Registrar's Office at SUNY Delhi.

- B. Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.
- C. Credit by examination & Challenge exam credit – eligibility to be determined by dean/chair of academic unit

19. Residency Requirement

- A. Of the minimum number of credits required for a graduate degree up to a maximum of twelve credits may be transferred from another institution, and the remaining graduate degree credits must be completed at SUNY Delhi.

20. Thesis Requirement

- A. A thesis is the culmination of a program of advanced study leading to a master's degree and, as such, must attest to the attainment of a basic understanding of scholarly investigation and reporting in an academic or professional field.
- B. A thesis requirement or alternative rests with the major department.
- C. Responsibility for the evaluation and acceptance of a thesis rests with the major department.
- D. Theses that have been approved by approver the must be transmitted to the program's academic unit by May 1 for degrees to be conferred in May, by December 1 for degrees to be conferred in December, and by August 1 for degrees to be conferred in August.

21. Auditing Classes

- A. With permission of the instructor, a graduate student may informally audit appropriate courses that will enhance her or his program and/or assist her or him in achieving career and personal objectives.
- B. Once audited, a course cannot be repeated for graduate credit.
- C. A graduate student who informally audits a course must participate in the course in appropriate ways as determined by the instructor. It will be the student's responsibility to ascertain from the instructor the degree of participation required. As a minimum, such participation should include regular attendance and minimum reading assignments necessary to follow discussion and to keep up with the other students in the class. In addition, instructors may require individual auditors to participate in other class projects.

If in the instructor's judgment, the student by the mid-course date is not satisfactorily auditing the course, the instructor will report this to the dean or department chair and the student will leave the course.

22. Awarding of Degree

- A. Petition to Graduate - A student who expects to complete requirements for a degree at the end of a particular term must file a Petition to Graduate with the Registrar during the final term. If for some reason a degree is not awarded after application is made, the student must file another Petition to Graduate during the term when degree requirements are expected to be met.
- B. A cumulative grade point average (GPA) of at least 3.0 is required for a graduate degree.
- C. The Registrar shall have the responsibility for initiating the graduate confirmation process with the Deans or Department Chairs of each academic unit. The Registrar together with the Deans/Chairs will be responsible for the implementation and annual review of graduation confirmation procedures.

23. Waivers and Substitutions

- A. A student may petition her or his department chair or dean to substitute or waive a particular course requirement in a curriculum. In all cases, the minimum number of credits for graduation must be met.

24. Non-Matriculated Study

- A. Individuals holding a baccalaureate degree who are not students in an advanced degree program may take courses during the academic year or in the summer as non-matriculating students. To take courses for personal satisfaction or professional advancement, post-baccalaureate students may enroll through the Continuing Education division of the Registrar's Office.
- B. A maximum of 9 credits may be taken in non-matriculated study that may be used as advanced standing to satisfy degree requirements.
- C. All non-matriculating students who later wish to be admitted to a degree program must complete the regular admission procedure.

25. Suspension or Expulsion from College

- A. A student who is suspended from the College up to mid-point of the course shall receive a grade of W in all courses for that semester.
- B. A student who is suspended from the College after mid-point of the course and up to the last day of class shall receive either a WP or WF for each course as provided by the course instructor, unless a grade (including a WI) for a given course has already been assigned. For courses that meet for less than one semester, midterm is defined as the midpoint of the course. The grade of WP or WF will be posted on the final grade roster; this grade can be changed only at the discretion of the instructor from a WP to a WF, from a WF to a WP or from a WP or WF to a passing grade.
- C. In addition, "suspended" will be noted on the transcript.
- D. A student who is suspended from the College cannot transfer credits to the College until he/she applies for readmission and regains matriculated status. An expelled student can never transfer credits to the College.
- E. A student who is expelled from the College forfeits all rights associated with being a student; such a student will not receive any grades and will have "expelled" noted on the transcript.

26. Academic Honesty

- A. Position - The College expects that teaching and learning take place only in an atmosphere of intellectual honesty. As teachers and students have come together for the mutually agreed upon purposes of teaching and learning, the college expects that each approaches the classroom experience with the intention of open and honest intellectual pursuit. As part of the process, teachers shall clearly describe at the outset the means of evaluating students in this pursuit and students shall, in these evaluations, give an honest accounting of their growth and development. Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited. Any violation may be met with penalties ranging in severity from a grade of zero for the work involved to a grade of F for the course and possible suspension from the college. The student may appeal any violation or penalty decision.
- B. Reporting Violations of Academic Integrity - If a faculty member discovers that a student has committed an act of academic honesty violation that warrants a sanction beyond a verbal warning, the faculty member must report this incident to the Director of Academic Advising. Following this report, any further action will follow the College's Academic Integrity Policy as it is cited in the Student Code of Conduct, Section XXV.

27. Redress of Student Complaints

- A. If a student believes that he or she has a legitimate grievance against a faculty member or some part of the academic process (except dismissal), he or she may seek redress at any time within the semester up to 20 days following the end of the academic session. For Academic Policies concerning grade changes see Sections 13.B.C. For other policies that address student concerns please consult the Student Handbook and/or the College Catalog.
 - 1. If the student can bring the complaint directly to the instructor, he or she should do so and, together, they should resolve the problem.
 - 2. If the student cannot bring the complaint to the instructor or if he or she does and the matter

is not resolved satisfactorily, the student may request his or her dean or department chair to act as an intermediary between the student and the instructor to solve the problem. The dean/chair will consult both with the instructor and the student and, acting as impartial arbitrator, render a decision in writing to both.

3. If the student does not accept the decision, he or she may appeal in writing to the Provost. If the instructor does not accept the decision, he or she may appeal in writing to the Provost.
4. The Provost, as impartial arbitrator, renders the final decision in writing to the student, the instructor and the dean or department chair.

28. Undergraduate/Graduate Study -

- A. Graduate courses for graduate credit taken while an undergraduate student - Seniors in a bachelor's program with a cumulative GPA of at least 3.5 and 116 earned credits may receive graduate credit for graduate courses taken in excess of undergraduate requirements in the last term of their senior year provided not more than 6 credits are needed to complete the student's undergraduate program.

Permission of the graduate program's academic unit is required and must be obtained in advance of registration to receive such credit. An undergraduate student may only enroll in a maximum of 9 graduate credits. In all cases, undergraduate students enrolled in graduate courses are subject to graduate grading policies.

- B. Graduate courses for undergraduate credit taken while an undergraduate student - Undergraduate bachelor's students at SUNY Delhi who have earned at least 106 credits and have a cumulative GPA of at least 3.5 with a superior academic record may register for a 500-level course for undergraduate credit with the approval of the major department chair or dean and the course instructor. In exceptional circumstances, student of senior standing in a bachelor's program may be authorized to register for 600-level graduate courses provided he or she has completed most of the upper-division undergraduate and other courses essential to their major and require a graduate course to strengthen it. To qualify for such enrollment, the qualified student must have a superior record (as defined above), particularly in his or her major field. To register for a 600-level course, students must have the approval of their advisor and obtain the written consent of their department chair or dean and the instructor offering the course. The department chair/dean should arrange for copies of these consents to be distributed to the persons involved and to be filed in the Registrar's Office. In all cases, undergraduate students enrolled in graduate courses are subject to graduate grading policies. An undergraduate student may only enroll in a maximum of 9 graduate credits, and these credits are not applicable to a graduate degree program.

Glossary

Adding/add - the addition of a class(es) into an existing student schedule

Course withdrawal - a voluntary relinquishment of one's enrollment in a course while remaining active in at least one other course

Dropping/drop - a voluntary relinquishment of one's enrollment in a course while remaining active in at least one other course

Expelled - permanent termination as a student; forfeiture of all rights associated with being a student.

In residence - credits taken from and awarded by SUNY Delhi

Late registration - initial enrollment into courses at the college that occurs after the first day of the term

Registration - initial enrollment into courses at the college

Semester - the 15 week period of time (Fall and Spring) when classes are held; summer semester ranges in length from 13 - 14 weeks; analogous with the word *term*

Session - a part of a term or semester with a start date and end date that falls within the date range of a term/semester.

Suspended - a defined period of time when a student is prohibited from enrollment due to violations of the student code of conduct or similar circumstances

Term - the 15 week period of time (Fall and Spring) when classes are held; summer term ranges in length from 13 - 14 weeks; analogous with the word *semester*.

Term withdrawal - dropping all courses for a term

III. ACADEMIC RESOURCES/SERVICES

CAMPUS INFORMATION SYSTEMS – ACADEMIC SUPPORT SERVICES

The Campus Information Systems department provides academic support services in three areas: classroom technology, the Computer Technology Center, and technical support.

Classroom Technology

Presentation equipment in classrooms ranges from complete, fully equipped, multi-media classrooms to rooms with video-projectors. The largest classrooms on campus have built-in projection systems with computers, VCRs, audio systems and document cameras. At the other end of the spectrum, smaller classrooms offer video-projectors that can be connected to notebook computers or VCRs. Notebook computers, video-projectors and VCRs can be borrowed for short periods of time from the Educational Technology Center. Educational Technology staff can also assist in developing instructional materials through individual instruction and frequent workshops.

Campus Technical Support

Assistance with technical problems is available from the campus Help Desk by dialing 4-TEK or extension 4835. Technicians can help resolve computer and software issues, printer and network problems as well as assisting with classroom technology, campus telephones and the campus cable TV system. Technical support is available daily when classes are in session. Messages will be returned promptly. This is the campus' first point of contact for resolving any technical problems.

CIS also repairs and refurbishes campus computers and administers the Faculty Notebook Program. Computer requests and upgrade issues should be forwarded to the CIS department through academic department chairs or division deans.

THE RESNICK LEARNING CENTER

The Resnick Learning Center, located in Bush Hall, contains a wide-range of programmed instructional materials and educational media productions and equipment to assist students in improving those skills necessary for college success. The area is used in conjunction with specific courses designed for group and individual instruction and counseling to improve study skills, reading, writing, or math skills and self-awareness. In addition to the formal program, modular workshops and individual assistance from the staff is available to any student interested in improving his or her skills.

The Peer and Professional Tutoring Program, Services for Students with Disabilities, Career and Transfer Services, the Academic Probation Program and English as a Second Language (ESL) are also coordinated through the Learning Center.

Faculty should refer students who are experiencing difficulty with basic skills to The Learning Center for assistance. (Policies and Directives Notebook, No. 34)

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

The Educational Opportunity Program is designed for students who have the ability and talent to succeed in college, but have had limited academic and financial options to prove their dedication. It provides supplemental support in the areas of tutoring, counseling and financial aid to eligible students. At SUNY Delhi, students who are enrolled in the program must meet specific criteria. If accepted into the program, students must also sign a contract, which outlines expectations and the steps students must take in order to succeed.

Tutoring—In addition to tutoring opportunities that are available to each Delhi student, EOP students receive additional hours of support in two academic courses per semester.

Counseling—Students receive counseling on two levels. They receive support from their academic advisor and an assigned EOP counselor, who is available to reinforce and assist with issues and concerns in and out of class.

Financial—An EOP student receives monies that must be used towards books and supplies at the beginning of each semester. Then, every two weeks, students receive funds to cover college needs such as academic transcripts, course fees or personal needs. Students may receive EOP support for six semesters if enrolled in an associate degree program, or for ten semesters if enrolled in a baccalaureate degree program.

Eligibility Guidelines--The EOP program is funded through the New York State Educational Opportunity Program. The guidelines are: a) Eligible first-time, transfer, or re-admit/reentry full-time students accepted to SUNY Delhi; b) Resident of New York State for 12 months prior to enrollment at SUNY Delhi; c) Consideration given to students from historically disadvantaged backgrounds; and d) Written recommendation letter from a teacher, school counselor or clergy to be accepted into EOP at SUNY Delhi.

Please Note—Space is limited and EOP seats are filled on a first-come, first-served basis.

ENROLLMENT SERVICES OFFICE

The Enrollment Services Office is responsible for the development and implementation of the college's student recruitment program. The program includes participation in the development of admissions policy, criteria and targets, admissions counseling, application processing, records' maintenance, preparation of admissions literature and notification of students regarding admissions decisions.

GOLF COURSE

An eighteen-hole golf course, which serves as an excellent educational resource, offers students an active role in maintaining and improving the grounds as well as first-hand experience in turf management techniques.

THE HORTICULTURE VALLEY COMPLEX

This Complex houses a 15-acre nursery for ornamentals, a 24 foot by 60 foot greenhouse, a lathe house, cold frames and a seed bed. A new 4,900 sq. ft. Turf/Landscape classroom, equipment maintenance and laboratory facility is also located adjacent to the College Golf Course.

The Complex also contains a 100-acre arboretum. The arboretum is a natural laboratory, maintained and cultivated by students, which features special woodland nature trails and wildlife planting trails. Those areas are used to study woody plant materials, plant ecology, woodland management, landscape planting and tree care.

HOSPITALITY CENTER

The Hospitality Center in Alumni Hall is the home of the Hospitality Management Program. The purpose of the Center is to provide hospitality students with hands-on experience in their career field.

The Kennedy Lounge, where beverage courses are taught, connects to the lobby. Two model hotel suites, the Gaylord and the Marriott, are also on the first floor and are used as training labs for the Housekeeping Management course. The room across from the hotel suites is the Business and Hospitality Division Office. *Signatures*, a student-operated restaurant, is located on the second floor of Alumni Hall. Banquet and private meeting facilities are also available for groups of ten to two hundred-fifty persons.

KUNSELA HALL AQUATIC FACILITY

The Kunsela Hall Aquatic Facility is a multi-purpose pool which accommodates the needs of the campus community as well as the local community. The fully equipped 75 foot by 45 foot pool boasts a full complement of credit bearing aquatics classes, offers a wide range of recreational and intramural activities for students, staff and community, supports non-credit aquatic instruction for individuals from six months to senior citizens and is home to a local age-group swim team.

Two racquetball/handball courts which are used for academics, recreation and intramurals and men's and women's shower and locker room facility with saunas round out the facility.

THE LADD VETERINARY SCIENCE COMPLEX (COLLEGE FARM)

The Ladd Veterinary Science Complex resources provide a desirable instructional and demonstration facility to train students in veterinary science techniques. The farm livestock, consisting of sheep, beef cattle, horse and dairy animals provide resources for the Veterinary Science Technology program.

The College Farm is supervised by the Veterinary Science Technology Department.

THE JOHN LENNOX DEMONSTRATION FOREST

The John Lennox Demonstration Forest is a managed plantation, consisting of approximately 185 acres owned by the Central New York State Parks Commission. Authority was given to the college in 1972 to take full responsibility for the management of the property and to utilize it for instructional purposes. Use of the property is also made available to the public for recreational activity.

The plantation consists of 20 compartments of varying acreages, each planted to selected species of northern hardwoods and/or conifers or a mixture of species for demonstration purposes. Approximately ten acres are planted to Christmas trees.

This plantation is one of the oldest in the state and cannot be duplicated anywhere in the Catskill Region. It is located in Delaware County in the northeast corner of the town of Kortright, 15 miles northeast of the village of Delhi, and is accessible from County Route 33 and North Road.

RESNICK LIBRARY

Louis & Mildred Resnick Library and Learning Center (www.delhi.edu/pages/lib/resnick.htm)

Resnick Library, located on the 2nd floor of Bush Hall, provides a comfortable and friendly learning environment, a wide range of information resources to support academic programs, and an excellent staff to teach students how to use resources effectively.

Seating is available for approximately 189, including two group study rooms and a video viewing room. The Library is an active learning environment for students, faculty and community residents: annual circulation averages over 27,000; database searches reach 500 a week during busy periods; 1,000 interlibrary loan requests are processed each semester; librarians teach 800 students each semester in information literacy labs and handle 400 reference questions each week.

While the library is open 7 days, 82 hours a week for on-site usage, extended access to research tools is available through the Library web page. From this site, students and faculty can email Library staff, consult the Delhi library catalog, search for materials in other SUNY libraries, request materials through an online interlibrary loan form, and perform research on specialized electronic databases subscribed to by Resnick Library. Librarians also maintain Internet research guides geared to each of Delhi's academic program areas.

Resnick Library staff work with faculty to develop and maintain a strong collection of print and digital resources to support academic programs. Beyond these information resources, the Library provides course reserves for faculty; a circulating video collection; three video viewing and group study rooms; a 24-workstation networked lab; and 17 open workstations where students can access the Internet, type papers and use multimedia CDROM programs.

Reference and research instruction are available most hours the library is open. Librarians offer course-specific and general workshops on research and information gathering strategies in conjunction with academic division faculty. Librarians can also be contacted through the library web page, by email, and by phone to answer questions or to set up individual appointments for help with research projects.

In addition to resources and services offered on campus, Resnick Library participates in cooperative lending agreements with hundreds of libraries throughout the Southern Tier and New York State. As a member of the *SUNYConnect* project, Resnick Library brings additional research databases to the college community, including the AP News Photo Archive, IAC Expanded Academic Index and Gale Literature Resource Center. The SUNY Open Access program assures that a SUNY Delhi ID card is accepted as a library card at all other SUNY libraries.

The Library has been a U.S. Government Document Depository since 1970 and a New York State Document Depository since 1989. The Library is also a member of the Nylink, the New York State cataloging, research and ILL consortium for OCLC libraries, and South Central Regional Library Council, a state-chartered organization serving the reference and research needs of libraries in central New York.

For further information about Resnick Library policies, including fines and fees, please consult the Library web site or stop by the Library Information Desk.

The Library was dedicated in honor of Louis Resnick (Class of 1930) and his wife, Mildred, in 1988. Recognized civic leaders and philanthropists, the Resnicks received an Honorary Doctorate of Humane Letters from SUNY Delhi in 1996.

THE OFFICE OF INFORMATION SYSTEMS

Incorporating the offices of Records and Registration, Campus Information Systems and Institutional Research, the mission of the Office of Information Systems is to serve the Delhi community in its computing and information needs. The Dean of Information Systems acts as the College Registrar and is responsible for student registration and the care and maintenance of their records, including transcripts, grade reports, deficiency reports, honors list and probation reports. In conjunction with Campus Information Systems, information for and about students is made available to students, the community, parents, faculty and staff.

Included under the Records and Registration/Institutional Research panels of the Information Systems umbrella are:

- Master schedules, including assignment of classroom space
- Schedule of final examinations
- Determination of eligibility of students for graduation; supervision of the clearance of undergraduate degree candidates; distribution of diplomas
- Facilitation of student schedule/life changes
- Production and distribution of class rosters
- Enforcement of Family Rights and Privacy Act (FERPA) provisions
- University Colleges of Technology shared programming (distance learning, internet courses)
- Inclusion and maintenance, on Banner, of courses and curriculum requirements
- Certifications of enrollment
- Processing of grades on banner and support to the Scholastic Standing Committee in academic standing actions
- Analysis of student data to support decision making
- Process determination for student registration
- Certification of Tuition Assistance Program (TAP) eligibility
- Evaluation of transfer credits
- State and federal reporting

IV. COMPLIANCE LEGISLATION

PATENT AND COPYRIGHT POLICY

The patent and copyright policies of the State University are published in the Policies of the Board of Trustees, 1990, Article XI, Title J.

For the guidance of faculty and staff, the following summary of major points of the 1978 Copyright Law is presented here. For procedures relative to the copyright law and duplicating or printing materials on campus, refer to the section on the Department of Communications in the "Administrative and Auxiliary Policies and Services" Handbook.

EXCLUSIVE RIGHTS OF THE OWNER OF COPYRIGHT

The 1978 Copyright Law (Title 17 USC Section 107 and 108) affects both published and unpublished materials and protects copyright for the life of the author, plus 50 years. Exclusive rights provided the owner of copyright includes the right to reproduce copyrighted work, prepare derivative works based upon copyrighted work, distribute copies of phonorecords of copyrighted work by sale, rental, lease or lending, perform certain types of copyrighted work publicly and the right to display copyrighted work publicly.

Exclusive rights are limited by "fair use" which, in effect, says that copyright is not infringed upon by reproduction for uses such as criticism, comment, news reporting, teaching (which includes multiple copies for classroom use) and scholarship or research.

The factors which determine "fair use" include the purpose and character of use, commercial versus non-profit educational, the nature of the copyrighted work, the amount used as compared to the entire copyrighted work and the effect of copies upon potential market value of the copyrighted work. Refer to the section entitled "Fair Use" Defined for Instructional Purposes for more information.

EFFECT OF COPYRIGHT LAW ON LIBRARIES

Libraries or archives may reproduce and/or distribute no more than one copy if:

- There is no direct or indirect commercial advantage.
- The collections are open to the public, including researchers in a specialized field.
- The copy includes a notice of copyright.
- The intent is to restore a lost or damaged copy.
- The copy of a small part of a collection is made for an individual user for private study, scholarship or research and the Library has posted a notice of copyright.
- The copy is of a whole or substantial part of a work which cannot be obtained at a fair price and the other conditions stated above are met.

Libraries shall not be liable for copyright infringements by individuals using unsupervised copying equipment provided copyright notice is posted but individuals are liable for violations of the "fair use" doctrine.

Libraries may reproduce and distribute a limited number of copies or excerpts of an audiovisual news program if there is no direct or indirect commercial advantage, if the Library is open to researchers and the public and if the copy includes notice of copyright.

"FAIR USE" DEFINED FOR INSTRUCTIONAL PURPOSES

Multiple copies (not to exceed more than one copy per student in a course) may be made for classroom use or discussion provided that the copying meets the tests of brevity and spontaneity and that each copy includes a notice of copyright.

Brevity, as it relates to poetry, means a complete poem of less than 250 words or more than two pages of an excerpt of not more than 250 words from a longer poem. As related to prose, brevity means a complete essay, story or article of less than 2,500 words or an excerpt of at least 500 words but not more than 1,000, or 10% of the work, whichever is less and no more than one chart, graph, diagram, drawing, cartoon or picture per book or periodical issue. Certain special works in prose or poetry which combine language with illustration (often for children) and which are less than 2,500 words may not be copied in their entirety but limited to two pages and not more than 10% of the words in the text.

Spontaneity means that the copying is initiated by the individual teacher and the timing does not permit obtaining permission.

The copying must be limited to one course. No more than one short poem, article, story, essay or two excerpts may be copied from the author and no more than three from the same collective work or periodical volume during one term. There shall not be more than nine instances of multiple copying for one course during one class term. The same teacher cannot copy the same item without permission from term to term. Copying shall not be used as a substitute for anthologies or collective works. There shall be no copying from "consumable works", such as workbooks, standardized tests and test booklets. Copying shall not substitute for the purchase of books, publisher's reprints or periodicals, be directed by a higher authority such as a provost, vice president, department chair, division dean or repeated by the same teacher from term to term. The student shall not be charged more than the actual cost of photocopying.

MISCELLANEOUS PROVISIONS

All rights of reproduction and distribution outlined in the preceding sections do not apply to a musical work, a pictorial, graphic or sculptural work or a motion picture or other audiovisual work, other than an audiovisual work dealing with news.

As far as music is concerned, colleges and universities will be liable for royalty payments on music played where the performer is paid and probably in all cases where admission is charged. Institutions may have to have a licensing agreement with one or more performing rights societies, such as ASCAP, and pay a fee based on student enrollment or seating capacity.

With regard to computer software, with few exceptions, copying, modifying or merging of software, including documentation, or the transfer of software and license is prohibited.

RESEARCH INVOLVING HUMAN SUBJECTS

All faculty and staff should be alerted to the provisions of both federal and New York State laws requiring colleges to follow specified procedures if any medical or psychological research is conducted on students. The Public Health Law defines a human subject as "any individual who may be exposed to the possibility of injury, including physical, physiological or societal, as a consequence of participation as a subject in any research development or related activity which departs from the application of those established and accepted methods necessary to meet his/her need or which increases the ordinary risk of daily life, including the recognized risk inherent in a chosen occupation or field of service." Medical research is not conducted on the Delhi campus by faculty or staff. It should be noted that the law also applies to psychological research which, within the framework of the law, is interpreted to include research for instructional purposes, such as surveys and questionnaires. Faculty and staff are to consult with the Office of the Provost prior to embarking on any project covered by the law. In the event that faculty and/or staff plan to engage in psychological research involving students, it will be necessary prior to the initiation of the project, among other things, to establish a Human Research Review Commission to authorize the conduct of such research. A Human Research Review Commission by law must be made up of five qualified individuals who are not affiliated with the college. Failure to comply with the procedures for the conduct of such research specifically makes both the institution and individual liable and subject to suit. (Memorandum to Presidents 77-18; Board of Trustees Resolution, 1/78; Federal Register Rules and Regulations--on file in the Office of the Provost.)

SECTION 504 OF THE REHABILITATION ACT OF 1973 COMPLIANCE STATEMENT

"No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance."

The college complies with the provisions of Sections 504 of the Rehabilitation Act of 1973, which reads:

All academic programs are accessible. Notifications regarding this institution's commitment to non-discrimination on the basis of handicap have been disseminated. In June, 1978, the college completed the campus self-evaluation program. A grievance procedure was developed and distributed to the college community. A transition plan was completed to provide structural accessibility. The Director of Human Resources and Affirmative Action is responsible for overseeing campus compliance; the Coordinator of Handicapped Services [Coordinator of Services for Students With Disabilities] provides the coordination of the student services required by handicapped students. The college's procedures for accommodating students with known handicaps (5/80) can be found in the "Professional Staff-Personnel Policies and Procedures" Handbook.

SUNY DELHI INTERNET POLICIES

INTERNET COURSE CREDIT (*refer to Academic Policy 1.35-2-A-5*)

INTERNET USE

SUNY Delhi is an academic institution which supports freedom of speech. The views and opinions expressed in the personal home pages of faculty and staff are strictly those of the authors. These opinions are not a reflection of campus philosophy or policy, nor are they endorsed or regulated by the institution. All comments on the contents of these personal home pages should be directed to the individual authors.

The user bears the primary responsibility for the material that he or she chooses to access, send or display. The computer facilities on campus may not be used in any manner which violates any law.

LEGAL ISSUES

The law and the Internet are in a constant process of evolution. In general, the Internet is subject to the same regulations and laws as other media, particularly in the areas of copyright, harassment and pornography. Individuals charged with violations of federal or state laws involving the use of the Internet may lose their computing privileges.

- Copyrighted Material. Copyrighted material is protected by –The Copyright Law of the U.S. (Title 17, U.S. Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, you may copy information if the material is not to be –used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of –fair use, that may be liable for copyright infringement.
- Harassment. Several states have already passed laws that specifically include harassment through electronic media. Some interpretations of the existing laws state that any vehicle of harassment is implied and that electronic methods are therefore already covered. At any rate, harassment of individuals through the Internet, through electronic messages or materials included in a home page, subjects you to legal actions. It is an irresponsible and unacceptable use of your computing privileges.
- Pornography. Unlike copyrights and harassment, which are straightforward, the issue of pornography is still under review. If any photography or wording might be found in poor taste by any individual, do not publish it.

VI.

APPENDICES

Appendix A:

**Academic Programs
and
Services
Processes and
Forms**



PETITION FOR READMISSION FOLLOWING ACADEMIC DISMISSAL
USE THIS FORM IF YOU WERE ACADEMICALLY DISMISSED (Revised 3/18/08)

NAME: (last) (first) (middle) (former)

ADDRESS: (street) (city) (state) (zip)

TELEPHONE NUMBER:

SOCIAL SECURITY NUMBER:

APPLYING FOR: PROGRAM SEMESTER (SPRING or FALL and YEAR)

SEMESTER YOU FIRST ATTENDED DELHI: PROGRAM

SEMESTER YOU LAST ATTENDED DELHI: PROGRAM

PREVIOUS ACADEMIC ADVISOR AT DELHI:

NAME OF INSTITUTION WHERE YOU COMPLETED YOUR 6 CREDITS:

HAVE YOU SUCCESSFULLY COMPLETED THE REQUIRED 6 CREDIT HOURS?

Have you been convicted of a felony? Have you been dismissed and/or suspended from a college for disciplinary reasons?

REASON FOR POOR ACADEMIC PERFORMANCE AT DELHI:

REASON FOR RETURNING: (Please be very specific)

PLEASE FORWARD OFFICIAL COLLEGE TRANSCRIPTS FOR ALL CREDIT-BEARING COURSES TAKEN SINCE YOU LAST ATTENDED DELHI.

State University of New
York College of
Technology
Delhi, New York
13753





PETITION FOR REENTRY
Revised 3-18-08

USE THIS FORM ONLY IF YOU HAVE GRADUATED, WITHDRAWN, OR LEFT SUNY DELHI AND WISH TO RETURN. THIS FORM IS NOT FOR USE BY ACADEMICALLY DISMISSED STUDENTS.

NAME: _____
(last) (first) (middle)

(former) ADDRESS: _____
(street)

(city) (state) (zip)

TELEPHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____

APPLYING FOR: PROGRAM _____

SEMESTER _____

(SPRING or FALL and YEAR)

SEMESTER YOU FIRST ATTENDED DELHI: _____ PROGRAM _____

SEMESTER YOU LAST ATTENDED DELHI: _____ PROGRAM _____

DID YOU GRADUATE? _____ WITHDRAW? _____ TAKE A LEAVE OF ABSENCE? _____

Have you been convicted of a felony? _____

Have you been dismissed and/or suspended from a college for disciplinary reasons? _____

REASON FOR LEAVING:

REASON FOR RETURNING: (Please be very specific)

**PLEASE FORWARD OFFICIAL COLLEGE TRANSCRIPTS
FOR ALL CREDIT-BEARING COURSES TAKEN SINCE YOU LAST ATTENDED DELHI.**

RETURN COMPLETED PETITION TO: Enrollment Services Office
State University of New
York College of

Technology
Delhi, New York
13753





REVISED NOVEMBER 2005

Refer to Academic Code 1.35-1 H

C

EXTENSION OF WITHDRAWAL DATE

**To be valid, this form must be filed in the student's
division office
on or before the deadline for course withdrawal (see college
calendar).**

STUDENT'S MAJOR (form must be filed in division office): _____

Student's ID _____
(Please print Student's Name)

is enrolled for the _____ semester, 20____, in _____
(fall or spring) (Course name and number)

He/she has a 90% or higher attendance rate and has consistently demonstrated effort and interest in the course;

consequently, I am approving a **three-week extension of the period for course withdrawal** to:

(date of extended deadline)

Date Signature of course instructor

Date Signature of **student's department chair or division dean**

White – Student's Department/Division; Green – Advisor; Yellow – Instructor; Pink – Registrar; Gold - Student

Refer to Academic Code 1.35-1 G

Date _____

Effective Semester _____

FORM REVISED 4/11/05

Delhi
College of Technology
State University of New
York

**Registrar's
Office**

CHANGE OF CURRICULUM REQUEST FORM

Student Name _____

| | | | |
|------|-------|---|------------|
| Last | First | M | Student ID |
| # | | | |

I request authorization to change my instructional curriculum

From (Program _____ to (Program Option) _____
Option)

As the student requesting this change, I understand that this request does not guarantee admission to this program, and that acceptance into this program will be based on my GPA at the end of the semester and also on program space availability.

Reason for change:

Current Faculty Advisor Signature

Student Signature

Approved: _____

Current Department Chair or Division Dean
Dean

Accepting Department Chair of Division

New Advisor Name: _____

Distribution of Copies: White – Registrar; Canary – Current Division; Pink – Accepting Division; Gold – Student

BKHDWMyDocs\Forms\Change of Curriculum

CHANGE OF GRADE



*Refer to Academic Code 1.377
REVISED FEBRUARY 2010*

CHANGE OF GRADE

Please print all information

Please adjust the academic record of

Student Name _____

_____ Last Name

_____ First Name

_____ M.I.

Student ID# _____

Major: _____

Subject &

Course Number _____ CRN # _____

Semester _____ Credit _____

Instructor's Signature

Date

Please complete EITHER Line 1 OR Line 2

(Print appropriate grade in circle)

1) Change existing course grade FROM

TO

OR

2) Addition of a course grade of

Miscalculation of Grade

Completion of Course Requirements

Other _____

Distribution of Copies: White – Registrar; Canary – Division Office; Pink – Instructor; Gold – Student





ADD/DROP REQUEST FORM

*Refer to Academic Code 1.35.-1 J 5
REVISED FEBRUARY 2010*

There is a charge of \$20.00 for each course dropped after the fourth Friday of classes each semester. Please make payment at the Student Accounts' Office after request is approved. THE STUDENT ACCOUNTS OFFICE WILL NOT BE ABLE TO ACCEPT PAYMENT UNLESS THIS FORM HAS BEEN COMPLETED. Add or drop will not be completed until this form is received in the Records and Registration Office.

Name _____
 Last First Middle Student ID Number _____

Major: _____

I request approval to:

- Add Course _____
 CRN Course Number Section Course Title Credit Hours
- Drop Course _____
 CRN Course Number Section Course Title Credit Hours

Student Signature _____ Date _____

Signature of Course _____ Date _____

| |
|--|
| Instructor _____ Signature of Student's Advisor _____ Date _____ |
|--|

CONSEQUENCES OF DROPPING A CLASS

The student signature above indicates the students recognition of potential consequences of dropping below full time status (12 credit hours) including, but not limited to: retaining residence hall housing (students must seek permission from the Director of Residence Life to remain in residence hall), financial aid, graduation, and general education requirements.

Signature of Department Chair or Division Dean _____ Date _____

Processed by Office of Records & Registration _____ Date _____ Amount Paid _____ Receipt # _____
 Date Paid _____ Initialed by _____

Distribution of copies: White – Registrar; Green – Student Division Folder; Canary – Instructor; Pink – Student Accounts;

Gold- Student





STUDENT CONSENT TO RELEASE INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, SUNY Delhi will not release your academic information to anyone, unless you give us written permission.

If you would like to grant SUNY Delhi permission to release your academic information, please provide your name and the names of each person to whom we may release information.

STUDENT'S NAME:

(first) (middle) (last)

Student's ID number: _____ Student's Major: _____

PERSONS TO WHOM INFORMATION MAY BE RELEASED:

Name: _____ Relationship to student: _____

Last 4 digits of this person's social security Number: __*

Name: _____ Relationship to student: _____

Last 4 digits of this person's social security Number: __*

Name: _____ Relationship to student: _____

Last 4 digits of this person's social security Number: __*

****This information will be used for identification purposes only and must be included. If it is not included, we will not be able to release information to the persons listed above.***

This authorization will remain in effect until it is revoked in writing.

Student Signature: _____ Date: _____

Distribution:

White: Office of Records & Registration

Yellow: Division

Office Pink: Advisor

Goldenrod: Student



The Family Educational Rights and Privacy Act of 1974 (also known as The Buckley Amendment) protects information about you as a student. You may designate who can get information about you, unless you are financially dependent on your parents or guardians. You are financially dependent if your parents/guardians claim you on their Federal income tax. If you are financially dependent, information may be released to those upon whom you are dependent.

Directory Information Non-Release Form

However, information designated as 'directory information' may be released to anyone without your permission, and regardless of your dependency status, **unless you indicate otherwise**. Signing your name below **prevents** SUNY Delhi from releasing this information. Directory information will not be released for commercial or fund-raising purposes, unless the enterprise holds a contractual relationship with the college. Directory information at SUNY Delhi is:

| | | |
|----------------------------|------------------------|-------------------|
| Full Name | Campus Mailbox Address | Local Telephone |
| Local address | Major | Division |
| Dates of attendance | Date(s) of graduation | Degree(s) awarded |
| Full-time/part-time status | Honors/Awards | Date of birth |

If you do NOT want any of this information released about you, please sign here:

_____ Date _____

Your Signature

Your Name (please print) _____

Major _____

Your Social Security number or Delhi student 800 ID number _____

Please return to Records and Registration, 124 Bush Hall.

??
???
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??????
??????

You may want to change your mind and release all directory information. If you restricted SUNY Delhi from releasing directory information above, and want to change your mind, please sign below.

I give SUNY Delhi permission to release my directory information from this date forward.

Your _____
Name_

Date _____

| |
|--|
| |
|--|



INFORMATION / APPLICATION FOR ACADEMIC LEAVE OF ABSENCE / INTERNSHIP

1. INFORMATION REGARDING ACADEMIC LEAVE OF ABSENCE

"A student in good academic standing (a G.P.A. of 2.00 or better) may be granted an academic leave of absence. Such leaves will be granted to students who are interested in academic pursuits other than at SUNY Delhi. A student must petition his/her department chair or division dean for an academic leave of absence. The department chair or division dean will initiate the leave process." (Academic Policy 1.352F3a)

(If you are planning to attend another college as a Visiting Student, you should contact the Registrar's Office (607-746-4560) to complete the Visiting Student Form, not this form. If you plan to apply for financial aid while a Visiting Student, you must meet with a financial aid officer.)

2. INFORMATION REGARDING INTERNSHIP

Students who are doing an internship during a **fall, spring or summer** semester are advised of the following:

INTERNSHIP TO EARN COLLEGE CREDIT:

- ◆ If you are on an internship, you must be registered by your division for those credits during the semester you are away on internship, and you must pay SUNY Delhi tuition for those credits. If you are taking an internship for 6 or more credits, financial aid **may** be available.
- ◆ If you are registered for fewer than 6 credit hours, you are **not** eligible for financial aid, and you may have to begin repayment on your student loans. Please meet with a financial aid officer for an evaluation of your individual situation, and to obtain their signature on the back of this form.
- ◆ If you are participating in the Disney College Program, DO NOT COMPLETE THIS FORM. See your division dean for the Disney College Program form.

GENERAL INFORMATION FOR ACADEMIC LEAVE OF ABSENCE/INTERNSHIP

If you are registered for fewer than 12 credit hours, or not registered at all during the semester you are on academic leave of absence or internship, your health insurance

coverage may be cancelled, depending on your policy. You are advised to contact your health insurance provider. If your application for academic leave is approved, you are advised to contact your own bank regarding your loans to see if any paperwork is required to maintain in-school deferment status.

Students living on campus need to contact their Residence Hall Director and check out of their room and turn in their room key once granted a leave of absence. Failure to return their key will result in charges. Students desiring housing for a future semester must pay a housing deposit of \$100 and complete a housing contract to secure a room. Housing fills early; therefore, to secure a room, students should pay their deposit and complete their contract by November 1 for the spring semester and March 15 for the fall semester. Students taking a leave from College must turn in their mail box key or they will be charged a key replacement fee. Mail will then be forwarded to the student's permanent address.



APPLICATION FOR ACADEMIC LEAVE OF ABSENCE / INTERNSHIP

Student's Name: _____

Social Security Number or Student ID Number: _____

Student's Permanent Address: _____

Student's Permanent Telephone: _____ Cell Phone: _____

SUNY Email: _____ Non SUNY Email: _____

Number of Semesters Completed: _____ Grade Point Average: _____

Academic Major: _____ Credits Expected: _____

Academic Advisor: _____

Semester(s) Student will be off-campus: _____

Reason for Academic Leave of Absence/Internship:

Date Student Plans to Return to SUNY Delhi: _____

(A leave of absence may not exceed two consecutive semesters.) (Semester and Year)

**Please read information on the other side of this application, and obtain signatures required below.
You will receive a copy of this form after it has been signed by all parties.**

At the end of their academic leave of absence or internship student will contact their Department Chair or Division

Dean to confirm their return to Delhi, no later than two weeks prior to the start of classes.

I have read and fully understand what was stated:

Signature of **Student**

Date

Signature of **Department Chair or Division Dean**

Date

Signature of **Financial Aid Officer**

Date

Copies: Department Chair or Division Dean, Registrar's Office, Student, Academic Advisor, College Association, Office of Residence Life, Student Financial Services (including Financia.Aid)

HDAD/MyDocs/Forms/Registrar's Forms/Leave of Absence Form - Revised December 2013





ACADEMIC LEAVE OF ABSENCE / INTERNSHIP PROCESS

Information for Faculty

- 1) Student must apply for an Academic Leave of Absence/Internship through their Department Chair or Division Dean. Student must have a G.P.A. of 2.00 or better to be eligible for an academic leave of absence.
- 2) The student will complete the —Application for Academic Leave of Absence/Internship form, which includes obtaining the signatures of their Department Chair or Division Dean, a Financial Aid Officer, and the Provost.
- 3) If the student is on an internship, the division office will schedule the student for the appropriate number of credits during the semester the student is doing the internship.
- 4) Students who are participating in the Disney College Program should complete the Disney College Program form, NOT the Academic Leave of Absence/Internship Form.
- 5) Copies of the Academic Leave application will be given to the Office of Records and Registration, Department Chair or Division Dean, Academic Advisor, Financial Aid Office, Student Accounts, College Association, and the Office of Residence Life. The secretary to the Provost will copy and distribute the application, after student obtains all signatures.
- 6) The Office of Records and Registration will identify the student as being on academic leave when reporting to the Student Loan Servicing Center during the semester the student is on leave.
- 7) A specific date for return should be established (not to exceed two consecutive semesters). The student will notify the Department Chair or Division Dean of his/her decision to return to College, no later than two weeks prior to the start of classes.
- 8) The Division Office will notify, in writing (including e-mail), all the offices named in number 4 above when the student should be returned to active status.
- 9) The student's advisor will schedule the student for his/her returning semester during the

pre-scheduling period.

- 10) As noted on the Leave of Absence Form, the student is responsible to contact Residence Life about housing on campus at the end of their leave.
- 11) After two consecutive semesters of academic leave, a student will be considered withdrawn, and will need to file a petition for readmission through the Office of Enrollment Services.



BJ:REV-5/99



APPLICATION FOR PERSONAL LEAVE OF ABSENCE

NAME OF STUDENT: _____ SS# _____

COLLEGE ADDRESS: _____

NAME OF PARENT/GUARDIAN/SPOUSE: _____

HOME ADDRESS: _____

HOME TELEPHONE: _____

NUMBER OF SEMESTERS COMPLETED: _____ GPA: _____

ACADEMIC MAJOR: _____ ADVISOR: _____

REASON FOR LEAVE OF ABSENCE: (Documentation on file in Student Life Office.)

_____ MEDICAL

_____ PERSONAL

EFFECTIVE DATE OF REQUEST: _____

DATE STUDENT PLANS TO RETURN TO SUNY DELHI: _____

(Note: A leave of absence may not exceed two consecutive semesters.)

(Semester and Year)

Signature of Student

Date

Signature of Director of Counseling Services

Date

Signature of Vice President for Student Life

Date

Distribution: White-VP for Student Life; Yellow-Director of Counseling Services; Pink-Student

DELHI
College of
Technology
State University of New
York

**Personal Leave of Absence
Information**

"A personal leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Students must petition for such a leave through the Director of Counseling Services. The final determination regarding the leave request will be made by the Vice President for Student Life. A leave of absence may not exceed two consecutive semesters (not including the semester in which the leave is granted). Summer sessions and inter-session are not considered semesters for purposes of this policy."

Special Refund Requests – A student granted a personal leave may be eligible for consideration for a special refund if the leave is requested prior to the mid-point of the semester. Appropriate documentation must be provided within two weeks of the leave date. For more information, see the Director of Counseling Services.

Financial Aid and Refund Information – Students are strongly encouraged to contact the Financial Aid Office and Student Accounts regarding financial aid and refund information.

Grades – Students taking a leave prior to midterm will receive a -WII or -WIII on their transcript. If taking leave after midterm, grades of either -WPII (withdrawn passing) or -WFII (withdrawn failingII) will be issued, unless a previous grade has been assigned, i.e., A Session courses. (Refer to Academic Policies 1.352F, Withdrawal and Leave of Absence Policy.)

Campus Notification – Notification of a leave will be given to the Office of Records and Registration, Division, Dean and Academic Advisor, Financial Aid Office, Student Accounts, College Association, and the Office of Residence Life. An effective date will be established for the leave request.

Residence Life – Students living on campus need to contact their Residence Hall Director and check out of their room and turn in their room key once granted a leave of absence. Failure to return their key will result in charges.

Mail Box Key – Students taking a leave from College must turn in their mail box key or they will be charged a key replacement fee. Mail will then be forwarded to the student's permanent address.

Returning to College – When a student plans to return either for semester originally indicated on their leave or prior to that semester, they need to notify the Dean's Office at 607-746-4440. They will then be notified that a schedule must be completed with their advisor. They will also receive a follow-up letter regarding residence life, student billing, meal plan, etc. Students who have not returned from their Leave of Absence for more than two semesters following the semester they left shall be considered a withdrawn student and will need to file a petition for reentry.

Housing - Students desiring housing for a future semester must pay a housing deposit of \$100 and complete a housing contract to secure a room. Housing fills early; therefore, to secure a room, students should pay their deposit and complete their contract by November 1 for the spring semester and March 15 for the fall semester.

Counseling Services, Foreman Hall, 746-4690





REVISED AUGUST 2007

Refer to Academic Code 1.35-2
A 3

COURSE CREDIT BY EXAM APPLICATION

Name _____ Application Date: _____
:

Address _____ Student ID#: _____
:

_____ Telephone: _____

I have obtained written course information, including course objectives, from the instructor for the purpose of challenging the following course:

Course Number: _____ Course Title: _____

Credit Hours: _____ Instructor: _____

Student must state detailed qualifications for challenging the course:

Completed by Department Chair or Division Dean:

Date Application Received by Chair or Dean _____ Approved ___ Rejected ___

Signed _____ Date _____

I have reviewed this application with the instructor, who has established _____ as the date of examination.

Completed by Student Accounts:

Payment received: _____ Date: _____

Copies: White – Student Accounts;

Pink – Department/Division; Canary – Instructor; Goldenrod – Student

BKHDWMyDocsWFormsWCreditbyExamApplication





COURSE CREDIT BY EXAM PROCESS

1. Student completes a Credit by Examination Request Form (available in the Division offices and the Office of the Provost and submits it to the department chair or division dean who is responsible for the course.

STUDENT FEES:

2. If the department chair or division dean approves the examination request, the student takes the approved form to Student Accounts to pay the fee. Students will be charged the New York State approved rate of \$35.00 per credit hour for all credit(s) by examination. (This fee is subject to change.)
3. Copies of the approved form with payment verified are distributed by Student Accounts to the department chair or division dean approving the examination and the student. Student Accounts keeps a copy.
4. Student presents the approved form, with Student Accounts payment indicated, to the faculty member who will develop and administer the examination.
 - a. The faculty of the program should jointly prepare a written examination that encompasses the critical elements of the course. The questions should be validated prior to use on the exam. Once compiled, the exams should be on file in the division office. Examinations must not be circulated, but rather should be sealed and retained by the department chair or division dean.
5. The department chair or division dean who is responsible for the course will initiate a Fund Allocation for Personal Service Form for the faculty member rendering services at the rate of \$10 per credit hour.* This request will be submitted in sequence, to the Provost and the Vice President for Business and Finance for approvals. (See variations below, a and b.)*
 - *a. **Theory based courses which are tested by written exams.** In these cases, the faculty member will be reimbursed at the rate of \$10.00 **per credit hour** for administering the exam to one student. For each additional student sitting for the exam in the semester, the faculty will receive \$15.00 (Then divide the total by number of faculty administering the exam and each faculty gets that amount.)
 - *b. **Laboratory or clinical courses which are tested by performance exams.** In such cases (e.g. Nursing, Drafting), the faculty member will be reimbursed at the rate of \$20.00 **per clock hour** for administering the performance examination. In those cases where more than one student sits for the examination at the same time, the faculty member will receive \$15.00 for each additional student.

6. When approval is received from the Vice President for Business and Finance, the Office of Human Resources and Affirmative Action will send to the faculty member an Extra Service Payroll Voucher, which the faculty member will complete and submit to the department chair or division dean. The department chair or division dean will sign and forward the voucher to the Office of Human Resources and Affirmative Action.
7. Programs with certain courses to which they believe the course challenge concept does not apply may petition the Office of the Provost for such exclusion. Such requests should be given in writing to the Provost, who maintains a file of excluded courses.
8. Difficulties encountered with this procedure should be brought to the attention of the Provost.

BKHD\MyDocs\Forms\CreditbyExamProcedure





**DISMISSAL OF STUDENT FROM CLASS
FOR DISRUPTIVE BEHAVIOR FORM** (in
accordance with Academic Code 1.361)

Distribution of copies: Send original to student; green copy to academic advisor; canary copy is kept by instructor; pink copy to Director of Academic Advisement and Retention; gold copy to Registrar. Please make sure final copy is readable.

Student's Name _____ Student's ID# _____

Student's Program _____ Student's Advisor _____

Student's campus box # _____

Course number and title _____

Instructor _____ Date _____

Under the guidelines of Academic Policy 1.361, I request the immediate removal of the student from:

CRN, Course Number, Title

Instructor's Name (please print)

Instructor's

Signature

Date

e

I approve the immediate removal of this student from this course. The student's right to attend this course is terminated for the remainder of the semester. A grade of WI is transcribed if this notification is received by the Registrar before the Withdrawal Deadline Date; if the notification is received by the Registrar after that date, a grade of F is transcribed. The student is advised that financial aid may be affected by this action. The

student may consult his or her department chair or division dean regarding the right to appeal this removal.
(Refer to Academic Code 1.367).

Signature of Instructor's Department Chair or Division Dean Date

BKHDWMyDocs\Forms\WDismissal from Class for Disruptive Behavior



ADVANCED PLACEMENT

SUNY Delhi recognizes college-level courses taken by students while still in high school. Advanced Placement (AP) examination score of 3 or higher will earn college credit for corresponding courses.

| AP Subject | SUNY Delhi | Credit |
|---------------------------------------|----------------------------------|--------|
| Art History | Art Appreciation | 3 |
| Biology | General Biology | 4 |
| Calculus | Calculus I | 4 |
| Chemistry | General Chemistry | 4 |
| Computer Science | Introduction to Programming | 3 |
| Economics Macro | Intro Macroeconomics ECON 100 | 3 |
| Economics Micro | Intro Microeconomics | 3 |
| English Language and Composition | Freshman Composition ENGL 100 | 3 |
| | Intro to Literature ENGL 100 | 3 |
| Environmental | Environmental Issues | 3 |
| French | Elementary French | 3 |
| Geography | Human Geography | 3 |
| Government and US History – full year | American Government | 3 |
| | US History I HIST 100 | 3 |
| | US History | 3 |
| Physics B | General Physics I PHYS 150 | 4 |
| Physics | Physics I | 4 |

| | | |
|--------------------|--------------------|---|
| Psychology | Introductory | 3 |
| Spanish Language | Elementary Spanish | 3 |
| Spanish Literature | Elementary Spanish | 3 |
| French Language | Elementary French | 3 |
| French Literature | Intermediate | 3 |
| Statistics | Statistics | 4 |

Other Advanced Placement courses are available and may be transferable. Student may obtain AP credit for courses not listed here by making a written request of the appropriate division dean. (For example, requests for AP credit in the humanities, social sciences, natural sciences or mathematics should be directed to the dean of liberal arts and sciences.) The dean shall consult with faculty members in the appropriate discipline before rendering a decision.



COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is a nationally recognized credit by examination program. CLEP enables individuals who have acquired knowledge in nontraditional ways to demonstrate their academic achievement. With the exception of foreign languages, all CLEP exams will have a credit-granting score of 50 or above. For foreign languages, the credit-granting scores will follow those recommended by the American Council on Education. NOTE: Essay required for all composition and literature scores. Student may obtain CLEP credit for courses not listed here by making a written request of the appropriate division dean.

| CLEP EXAM | SUNY Delhi Equivalent | Credit |
|------------------------------|---|--------|
| COMPOSITION AND | | |
| American Literature | American Lit | 3 |
| Analysis & Interpretation of | Introduction to Literature | 3 |
| College Composition | Freshman Composition | 3 |
| English Literature | British Literature I or | 3 |
| Freshman College | Freshman Composition | 3 |
| FOREIGN LANGUAGES: | | |
| College French Level | Elementary French I / II | 6 |
| College French Level II | Intermediate French I / French II | 6 |
| College Spanish Level 1 | Elementary Spanish I / II HUMN 120 / HUMN | 6 |
| College Spanish Level II | Intermediate Spanish I / II | 6 |
| SOCIAL SCIENCES & | | |
| American Government | American Government GOVT 110 | 3 |
| American History I: Early | United States | 3 |
| American History II: | United States History II | 3 |

| | | |
|--|------------------------------------|---|
| 1865 to the Present | HIST 105 | |
| Introductory | Introductory | 3 |
| Introductory | Introductory | 3 |
| Microeconomics | | |
| Introductory Psychology | Introductory | 3 |
| Introductory Sociology | Introductory Sociology | 3 |
| Western Civilization I: Ancient Near East to | History of Western & World Civ I | 3 |
| Western Civilization II: 1648 to the Present | History of Western & World Civ. II | 3 |
| SCIENCE & | | |
| Calculus with Elementary | Calculus I | 4 |
| College Algebra | College Algebra | 3 |
| General Chemistry | Introductory | 4 |
| Trigonometry | Trigonometry | 3 |
| BUSINESS: | | |
| Principles of Management | Management | 3 |
| Introductory Accounting | Principles of Accounting I and II | 6 |
| Business Law | Business Law | 3 |
| Principles of Marketing | Principles of Marketing | 3 |

-





AGREEMENT FOR COMPLETION OF DEGREE REQUIREMENTS IN ABSENTIA

NAME: _____ STUDENT ID# _____

HOME ADDRESS: _____

HOME PHONE: _____ MAJOR: _____

Are you working toward or have you earned a _____ certificate?
degree? _____

Last semester at _____ Delhi Grade Point Average: _____
Delhi:

Total college credits needed for graduation: _____

Name and location of college student will attend: _____

The student is responsible for taking and passing the following courses acceptable as transfer credit for a SUNY Delhi degree. (Refer to Academic Policy 1.35-2, A.) If for some reason an alternative course must be taken, approval must first be received from the Division Dean. Upon completion of the course work, the student should notify the Division Dean.

The student must have an official transcript of the course work sent to the Office of Records and Registration, State University of New York College of Technology at Delhi, Delhi, New York, 13753.

CORE REQUIREMENTS

FREE ELECTIVES

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Division Dean Signature

Date

Distribution of Copies: White – Student; Yellow – Division Copy; Pink – Registrar

BKHDWMyDocsWFormsWCompletion in Absentia



ACADEMIC POLICIES PROPOSAL FORM

Memo to: Presider of the College Senate

From:

Date:

Subject

:

SECTION OF THE ACADEMIC POLICIES HANDBOOK IN QUESTION: _____

TITLE OF THE SECTION: _____

PAGE (S) ON WHICH THE POLICY STATEMENT(S) CAN BE FOUND: _____

PROPOSED CHANGE/ADDITION/DELETION:

RATIONALE:

IMPACT ON OTHER ACADEMIC POLICIES:

EARLY WARNING NOTICE

Student Information:

Name: Student's Name
ID: 800000000
Program: Student's Academic Program
Campus Mailbox: Farrell Hall Mailbox Address
E-Mail Address: Student's Delhi E-mail Address
Advisor: Student's Academic Advisor

Course Information:

Subject: MATH
Number: 102
Section: 001
Title: Math for Applied Technology
Instructor: Name of Course Instructor

This student is experiencing difficulty due to:

- . Non Attendance
- . Poor Attendance
- . Insufficient Preparation
- . Failure to turn in Assignments
- . Assignments Incomplete
- . Low Test/Quiz Scores
- . Disruptive Classroom Behavior
- . Tardiness

Please describe other problems that have developed

- . See Instructor Immediately
- . Meet with EOP Counselor
- . Meet with ESL Counselor
- . Meet with Academic Advisor
- . Drop Course Immediately
- . Contact Counseling/Health Svc
- . See his/her Dean/Chair
- . Sign up for Tutoring

- . Visit the Math Center
- . Visit the Writing Center
- . Visit Academic Skills Office
- . Improve Attendance Immediately
- . Meet with Coordinator of Services for Students with Disabilities

Additional comments:

Refer to Academic Code 1.361



SUBSTITUTION or WAIVER FORM

Refer to Academic Code 1.35-2 A 2

Please Print Clearly:

| | | | | |
|----------------|-------|-----|---------------------------------------|--|
| _____ | | | _____ | |
| Name | | | Student Identification Number | |
| _____ | | | _____ | |
| Street Address | | | Expected Graduation Date (Month/Year) | |
| _____ | | | _____ | |
| City | State | Zip | Major | |

Please refer to the SUBSTITUTION OR WAIVER PROCESS which describes the Policy and Process which are appropriate for the implementation of this form.

Course substitutions must be course for course substitutions. Please be very specific. Substitutions or Waivers are valid only for the student's current major as it appears in the appropriate college catalog. (Refer to Academic Policies 1.385 and 1.386

1. This is a request for: Substitution _____ or Waiver _____
 This request involves a General Education requirement: Yes _____
 No, not applicable to GE Requirement _____ Delhi requirement as it pertains to a major
 appearing in the college catalog (include course number and title): _____

For substitutions: Identify the course to be used as a substitution for the identified requirement (include course number and title): _____

For substitution: List the term and year of the substituted _____ Year _____
 course: Term _____

Statement of justification for Substitution or Waiver: _____

2. This request is for: _____ or Waiver _____
 Substitution _____
 This request involves a General Education requirement: _____ No, not applicable to GE Requirement _____
 Yes _____

Delhi requirement as it pertains to a major appearing in the college catalog (include course number and title): _____

For substitutions: Identify the course to be used as a substitution for the identified requirement (include course number and title): _____

For substitution: List the term and year of the substituted _____ Year _____
 course: Term _____

Statement of justification for Substitution or Waiver: _____

REQUIRED SIGNATURES:

| | | | |
|--------------------------------|-------|-----------|--------------|
| _____ | _____ | _____ | _____ |
| Student's Advisor | Date | I Approve | I Disapprove |
| _____ | _____ | _____ | _____ |
| Division Dean/Department Chair | Date | Accepted | Denied |
| _____ | _____ | _____ | _____ |

Statement of justification for Denial: _____

Provost

Date

Accepted

Denied

Statement of justification for Denial: _____

Date Received in Records &Registration _____ **Processed by Registrar** _____

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Appendix B: Dual Degrees

Curriculum Option Codes and Required Course Loads

For 2015-16 please refer to the Registrar's Office or your
Division

Office for information concerning degree credits.

We have changed our system to Degree Works and are in the process of updating information.

Appendix C:

Jointly Registered Programs

APPENDIX C: JOINTLY REGISTERED PROGRAMS

1.) SUNY Delhi degree programs at the Schenectady County Community College campus.

Students enrolled in SUNY Delhi's joint program at SCCC will transfer actual letter grades for the course work taken at Schenectady. All courses completed as part of the joint program will be computed into the student's cumulative Grade Point Average (GPA) in the same way as courses taught by SUNY Delhi faculty. Student Academic Standing in the SUNY Delhi degree program will be based on this combined cumulative GPA.

