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**SECTION A – ADMISSIONS POLICIES**

- 1.00 **Full Opportunity** – Admissions to SUNY Cobleskill follow the admissions policies and guidelines of State University. The College will, to the limits of its resources, admit all applicants it judges capable of successfully completing a prescribed program of study.
- 1.01 The College reserves the right to issue qualified acceptances.
- 1.02 The director of admissions will inform the applicant of the nature of the qualification.
- 1.03 Qualified applicants will be reviewed without regard to race, creed, color, sex, age, national origin, or physical or learning disability.
- 1.10 **Admissions Requirements** – To be eligible for admission, a candidate must graduate from a fully accredited and approved high school, receive a certificate of completion from a home school

program which is in compliance with the laws of the student's home state, or earn a General Equivalency Diploma (GED).

- 1.12 All applicants from Schoharie County will be given additional consideration for admission. Applicants from other counties will be admitted in keeping with SUNY admissions policies for Colleges of Agriculture and Technology which have liberal arts and sciences programs.
- 1.20 **Notification of Acceptance** – The College uses "rolling admissions" whereby all applications are acted on as promptly as possible following completion of all admissions procedures.
- 1.30 **Early Admissions** – High school students may be admitted full-time to the College. They must be in good academic standing at their high schools, recommended by their counselors, have written permission from their parents or guardians, and have completed the SUNY formal application. The students will be responsible for completing the arrangements for meeting high school graduation requirements.
- 1.50 **Educational Opportunity Program** – An applicant for the Educational Opportunity Program must be a resident of the State of New York, must have obtained a high school diploma or its equivalent, and must be judged educationally and economically disadvantaged.
- 1.51 An applicant is judged educationally disadvantaged if the applicant does not meet the minimum academic standards required for admission to the College in an Associates Degrees (AS, AAS, AA).
- 1.52 An applicant is judged economically disadvantaged if the applicant's family income or applicant's income adheres to criteria established for Higher Educational Opportunity Programs administered by the New York State Education Department.
- 1.60 **International Students** – The College encourages applications from citizens of other countries.
- 1.61 Students are expected to demonstrate competency in both written and spoken English by obtaining a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or Internet-Based score of 61.
- 1.62 An evaluation of the previous education of each foreign applicant is made. Each applicant must present credentials equivalent to a completed program of secondary education in the United States in order to be eligible for admission to the undergraduate program.
- 1.70 **Readmissions Procedure** – Former full-time students who wish to apply for readmission to Cobleskill after a lapse of a semester or more must complete an application for readmission. A decision may not be rendered if the student has outstanding college holds.
- 1.71 If a student who requests readmission has a quality point average of less than 2.00, their request will be reviewed; and if reinstated, they will continue on academic probation.

1.72 If a student who requests readmission was academically dismissed, a minimum of 6 credit hours of college level course work with a grade of “C” or better must be earned to regain admission. The six credit hours must be completed at the students’ local SUNY institution. Schoharie county residents will have the option to return to SUNY Cobleskill on a part-time basis.

1.80 **Second Degree Procedures** – The College provides the opportunity to earn two associate degrees and/or bachelor degrees, provided the second curriculum does not significantly duplicate the primary curriculum.

The General Education requirements for the first degree may be applied toward the General Education requirements of the secondary degree. When the secondary degree is to be awarded at the same time as the primary degree, please refer to policy 11.00a, Dual Degrees.

For a secondary associate degree, the requirements are as follows:

- A minimum of 15 credit hours of significantly different academic work above and beyond the primary associates degree must be earned at SUNY Cobleskill as prescribed for the program of study for the secondary degree.
- Residency requirements are still in effect (see policy 2.03)
- A minimum cumulative GPA of 2.00 of all coursework completed in the secondary associate degree is required.

For a secondary bachelor degree, the requirements are as follows:

- A minimum of 30 credit hours of significantly different academic work above and beyond the primary bachelor degree must be earned at SUNY Cobleskill as prescribed for the program of study for the secondary degree.
- Residency requirements are still in effect (see policy 2.03)
- No fewer than 15 credits **MUST** be earned by fulfilling upper level major field/professional requirements.
- A minimum cumulative GPA of 2.00 of all coursework completed in the secondary bachelor degree is required.

The appropriate internship must be completed if required by the secondary degree program.

1.81 Matriculation for a second associate or bachelor degree requires satisfactory academic achievement in the first associate or bachelor degree program.

1.82 Students must file an application with the Admissions Office for a second degree.

1.83 Final approval for a second degree rests with the Director of Admissions.

## **SECTION B - TRANSFER POLICIES AND CREDIT BY EXAMINATION**

2.00 Official copies of college transcripts or prior learning credit should be forwarded to the Office of Admissions as part of the application. The Office of the Registrar will use a faculty-approved

transfer guide to course equivalencies to evaluate credit. Credits are accepted, grades are not and will not be used to calculate the student's grade point average at Cobleskill. To determine academic standing and eligibility for retention, residence credit and transfer credit hours will be totaled. The total will be used to determine academic progress and standing.

- 2.01 With verification of the registrar, the appropriate dean, after consultation with department chair(s), may grant credit for courses completed successfully at other accredited institutions of higher education. Credits evaluated and accepted into one major field of study may *NOT* necessarily be accepted toward the major field requirements in another field of study. Change of major *REQUIRES* reevaluation of transfer credit by the registrar.
- 2.02 Credit may be granted for credit courses from accredited colleges, as certified by the registrar, in which grades of "D" (1.0)\* or better were earned as long as the overall index of the courses being transferred remains at 2.0 or higher, subject to evaluation by the appropriate dean with input from the department chair. Physical Education transfer credits of Pass/Satisfactory may be applied towards Physical Education requirements regardless of legend.

\*Certain degree programs require a grade of "C-" or better in major field requirement/track areas. If this is the case, the "D" grade will NOT satisfy these requirements.

- 2.03 **Residency Requirements** – (1) A student must complete a minimum of 25% of their credits from SUNY Cobleskill to meet the residency requirements. (2) A minimum of one-half of the residency requirement (1) must be major field requirements. A student may appeal to the Provost regarding the residency requirements.
- 2.04 Courses which have been evaluated as "*elective*" may be used to fulfill degree requirements (e.g., courses which are evaluated as SOSC, HIST or PSYC "*elective*" fulfill part or all of six hours of social science requirement). The prefix FREL, or Free Elective, is used when there is no equivalent prefix at Cobleskill. When there is an equivalent prefix but there is not an equivalent course at Cobleskill students will receive credit at a 1XX or 2XX level for the subject area. Courses evaluated as a "*general elective*" may only be used to fulfill the "*general elective*" requirement. The number of electives required may differ based on the student's curriculum and degree. If necessary, course equivalencies are determined by an appropriate department representative as determined by the dean.
- 2.05 All hours granted under "Cobleskill Equivalent" are *semester* hours. Transfer institutions which use quarter hours are so noted on the evaluation. Roughly quarter hour equivalency is 2/3 that of semester hours. 5 Qtr. Credits = 3 Semester Credit Hours at Cobleskill. 4 Qtr. Credits = 2.5 Semester Credit Hours at Cobleskill.
- 2.06 **Refusal of Credits** – Cobleskill accepts credits from other accredited institutions when the nature, content, and level of the transfer credit is comparable to courses at Cobleskill. Transfer credit must be appropriate and applicable to the student's degree program and their educational goals. Cobleskill has the right to refuse credit which does not meet these considerations.

- 2.15 **Transfer Credit to Complete Degree Requirements** – The date of graduation is determined by the date which SUNY Cobleskill receives the official transcript. In addition, all degree requirements must be met prior to the degree being awarded.
- 2.20 **Approval of Credits Obtained at Other Colleges after Admission to Cobleskill** – Students currently enrolled in a degree program must have prior approval from the advisor and dean (via signature on Transfer Course Approval Form) for transfer of credits obtained at other colleges after admission to Cobleskill. Repeat of courses at another college already taken at Cobleskill will not change the grade earned at Cobleskill.
- 2.30 **Categories of Transfer Credit** – In addition to credit received from other accredited colleges, the credits accumulated in the following areas also count toward degree: New York State College Proficiency Examination Program, the College External Examination Board Advanced Placement Examination, the College Level Examination Program and challenge examinations administered at Cobleskill College.
- 2.31 Credit may also be awarded for courses taken in non-collegiate settings. Credit will reviewed by the Office of the Registrar in accordance with established non-collegiate organizational agreements. The department/school faculty must approve the valuative guidelines, such as Guidelines to Educational Programs in Non-Collegiate Organizations, published by New York State Education Department, and Guide to Educational Experiences in the Armed Forces, published by the American Council on Education in establishing non-collegiate organizational agreements.
- 2.40 **Challenge Examinations** – Students who are registered and enrolled in courses designated with a (C) in the College catalog may challenge the course via examination within the add/drop period. Application may be made with the instructor, dean or department chair, depending on the department.
- 2.41 Successful challenges are recorded on the challenge transmittal form, which is forwarded to the registrar. Students are assigned credit on the transcript, and a grade of "S" is recorded. See Section H - Grades, subsection 8.50 S/U Grades.
- A part-time student who completes a successful challenge may enroll in another course carrying an equal number of credit hours during the add/drop period without paying additional tuition and fees. Part-time students may add another course providing it does not bring them above 11.5 credits.
- 2.42 Students who fail the examination may not repeat the attempt. No credit is received and no entry is made on the transcript. Students must continue in the course in order to earn the credit or withdrawal.

- 2.43 Limits on Challenge: Challenge examinations may not be used for (a) courses previously taken (whether passed or failed), or (b) courses at a level lower than the one in which the student has been placed or has completed earlier at any college.
- 2.50 **Credit by Published Examinations** – Matriculated students may receive credit by passing published proficiency examination(s) (see sections 2.54-2.56) provided the content is that of college course(s). Credit by Examination is reviewed for application of credit by the Office of the Registrar. When necessary, the registrar will consultation with departmental leadership if a course equivalency has not been determined.
- 2.51 The registrar may grant credit if a grade of "C" or better is earned on the CPE or CLEP examinations, or if a "3" or better is earned on the College Entrance Examination Board Advanced Placement Examination (CEEB). Students should be advised that in transferring to other colleges, their AP credit may not be accepted at that level.
- 2.52 Results from the College Entrance Examination Board Advanced Placement Examination (CEEB) should be sent to the director of admissions.
- 2.53 The registrar will evaluate the scores for CEEB and CLEP. The College will not count credit hours toward fulfillment of degree requirements in the areas that would normally not receive credit when transfer credits are evaluated.
- 2.54 CEEB Examinations: The College will accept requests for advanced placement and/or credit based on the College Entrance Examination Board Advanced Placement Examination. Students must meet College entrance requirements and be accepted and enrolled. A score of no less than 3 on the CEEB Advanced Placement Examination must be earned in order for students to receive equivalent credit at Cobleskill.
- 2.55 CLEP Examinations: The College will grant up to six credits in each exam area for successful completion of CLEP General Examinations in English Composition, Mathematics, Humanities, Natural Science, Social Sciences, Foreign Language and History. Accepted scores are based on the American Council on Educations recommended scores and vary based on the exam.
- 2.56 CPE Examinations: A score of "C" or better must be earned on the College Proficiency Examination or the student must have passed the college course examination.
- 2.57 **International Baccalaureate Course Equivalentents** (Adopted from U Albany Policy): The college will award 30 credits to students completing the requirements for the IB Diploma with a cumulative score of at least 30 (including both Standard Level and Higher Level exams) and no score lower than a 4 (satisfactory). The credits will be awarded as follows:
- 12-24 credits assigned course credit equivalentents on a course-by-course basis for Higher Level courses completed with a score from 4 (satisfactory) to 7 (excellent).

- 6-18 credits assigned as elective credit for the completion of the balance of the Standard Level courses and the Extended Essay requirement.

In addition, the college will consider for credit and/or placement on a course-by-course evaluation those IB subjects completed at the Higher Level without completion of the IB Diploma if a score from 4 (satisfactory) to 7 (excellent) is earned.

2.60 **One Plus One Programs** – Articulation agreements have been developed with several other SUNY colleges. Students may complete a prescribed first year at one of the colleges stated in the agreements and transfer to Cobleskill to complete a degree program. Admission to Cobleskill is contingent upon completing the first year with a grade point average of 2.00.

2.65 **Transfer Credit Appeals** - Students may appeal transfer credit evaluation decisions after an official transcript has been evaluated and processed by the Office of the Registrar. Appeals can be submitted if a course transfer is denied or a student wants to have it reevaluated for a specific SUNY Cobleskill course or applied to a particular degree requirement. The appeal must be made during the student's first semester of enrollment at SUNY Cobleskill.

Appeals must be submitted in writing to the Office of the Registrar with supporting (justification statement, syllabus, student learning outcomes, course material examples, and/or list of associated texts). Following submission of an appeal, the Registrar will coordinate review of the appeal with the appropriate department chair and dean. The Registrar will determine if a revision can be made immediately or will explain the appeal process. If a formal appeal is requested, the student will complete the Transfer Credit Appeal Form and submit it to the Registrar's Office for review with the appropriate department and dean. The appeal will be reviewed, and a decision made, within seven working days of receipt of the form. The department chair will email the decision to the student. If the appeal is approved, the form will be processed. If the appeal is not approved, the student will have seven working days to appeal to the vice president for academic affairs (VPAA) for the final review. The VPAA will have the chairperson of the Academic Policies Committee convene a three (3) member review panel to make recommendations to the VPAA. The decision of the VPAA shall be final and not subject to further appeal. Notice will be sent to the student in writing. The form will be returned to the Registrar's Office. Students transferring from SUNY schools, who are not satisfied with the Cobleskill decision, can appeal to the SUNY Provost. The appeal form and instructions are available at: <http://system.suny.edu/academic-affairs/student-mobility/student-transfer-appeal-process/>

## SECTION C - STUDENT CLASSIFICATION

3.00 **Matriculated Student** – An individual who has been formally admitted as a full- or part-time student, is registered in a degree or certificate program under standard college and State University of New York admissions procedures, and who continues their program successfully, has matriculated status in that program.

- 3.01 An individual is eligible for matriculation if they hold a high school diploma or its equivalent. A high school student is eligible for matriculation subject to the limitations of the early admissions program.
- 3.10 Non-Matriculated or Non-Degree Students are not formally enrolled in a degree program.
- 3.11 Non-matriculated students may only enroll in up to 11 credit hours per semester.
- 3.12 Non-matriculated students are not eligible for financial aid.
- 3.13 Non-matriculated students may not accumulate more than 12 credit hours in nonmatriculated status (advisement and permission is required for students approaching the 12 credit mark). Exceptions are only made for those students who do not intend on earning a degree at SUNY Cobleskill.
- 3.14 Students must be at least 16 years old or have completed high school in order to enroll in courses at SUNY Cobleskill.
- 3.15 Registration - Non-matriculated students may enroll in SUNY Cobleskill courses as long as the course has seat availability and the student meets course pre-requisites. Priority is first given to current SUNY Cobleskill students. (3.10 – 3.15 Updated/Revised January 2013)
- 3.20 **Major Course of Study** – A major is a course of study pursued by a student which meets requirements of a program or an option of the A.A., A.S., A.A.S., A.O.S., BT, BBA, BS, or certificate programs. A student may change major by following the outlined procedure, as listed on the student change of status form available in the Registrar's Office.
- 3.21 **Minor Courses** - Matriculated Bachelors students seeking a minor need to meet the department requirements for the minor as defined in the catalog.

A student must see their academic advisor to declare a minor. Students must submit a change of status to add the minor to their program of study. Declaring a minor ensures the course requirements appear on the students' degree audit and the transcript upon completion. Cobleskill follows the State University of New York diploma policy which excludes minor information from displaying on the diploma.

A minor is 15 credits or more in a secondary area of study. A maximum of 9 credits may be shared between major field requirements and a minor. A majority of credits for a minor normally would be 200 level courses or higher.

Additional remaining credits may be met with courses selected from the following: General Education, Liberal Arts and Sciences options, and elective credit requirements. A maximum of 18 credits may be shared if more than one minor is pursued.



Minor credits that are not also part of the major field requirements do not qualify for financial aid. Since students must be enrolled in at least 12 aid eligible credits to receive full time financial aid, students may have to take more than 12 credits per term to maintain eligibility when pursuing a minor.

Students must complete both major and minor requirements before applying for degree completion. Courses not completed at the time of degree conferral will mean the minor will not be included on the transcript.

- 3.30 **Full-time Student** – A student carrying 12 or more credit hours during a semester is considered a full-time student.
- 3.31 A student must maintain full-time status in order to be eligible for on-campus residence.
- 3.32 If a student amends their full-time/part-time status, their residential housing and financial aid could be impacted. Students should consult with Residential Life and the Student Financial Services Office before making changes to their student statuses.
- 3.33 If a student is currently enrolled as a part-time matriculated student and is seeking to attend full-time, a change of status form must be completed. The advisor and department chair for the program the student is enrolled will provide approval via the Change of Status Form. The Change of Status is submitted to the Office of the Registrar and documented in the record. Student Financial Services Office should be consulted; there may be more aid options for full-time status students.
- 3.40 **Part-time Student** – A student carrying fewer than 12 credit hours is classified as part-time.
- 3.42 Part-time non-matriculated students who wish to enroll as matriculated students must complete the application process designated by the director of admissions. In order to meet degree requirements, part-time students must meet all admissions requirements and request matriculation in a program.
- 3.44 Applicants for matriculated status must present evidence of a high school diploma or its equivalent.
- 3.45 High school seniors are accepted as non-matriculated students when they complete the Parttime Non-Matriculated Application and Course Selection Form. Students are not enrolled in a degree program, may enroll in up to 11 credits, are not eligible for financial aid and students must be at least 16 years of age to enroll.
- 3.50 **Special Student\*** - The College also recognizes that students who have graduated may want to return to explore a new degree program.

- 3.51 Students not holding a degree from Cobleskill may elect to take course work in a different major without declaring this major for a period not to exceed one semester.
- 3.52 Students who have graduated from Cobleskill may return for a period not to exceed one semester for the purpose of exploring a different degree program. Graduates will be matriculated in the same school as their original degree program.
- 3.53 A student who has filed an approved change of status form for either of these changes will be considered a "special student" and remain an advisee of the school where previously registered.
- 3.60 **Credit Bearing Badges** – Definition: Micro-credentials represent a learner’s “competency based” achievements. Badges arising from credit bearing course(s), i.e., credit bearing badges, are the electronic representation of a Micro-credential, and are used as portable evidence of competencies and accomplishments that individuals use to boost their résumés and to showcase skills. Badges may be displayed on online platforms, including LinkedIn, Twitter, Facebook and any digital badge backpack, such as Mozilla Open Source. Badges may also be listed on resumes and CVs. Badges are issued to learners who have successfully completed the criteria for the badge. The learning or achievements represented by badges can take place in any environment, (lecture, lab, workshops etc.) within formal educational programs. Combined together, a series of aligned credit bearing badges may be used to fulfill a larger integrated digital credential or a larger set of requirements, for either a minor or degree.

**Policy:** Elements of a badge should encompass clear, measurable learning outcomes, assessments aligned to the outcomes, and evidence of student mastery of the outcomes through reliable and valid assessment.

Anyone who is eligible to take the required courses may earn a badge. There is no special application for badge programs. An application must be submitted by non-matriculated student to earn a badge in for-credit courses. Students already matriculated in a program simply register for the course(s) required.

The badge must show the qualifications of SUNY Cobleskill and their trustworthiness.

The badge must show the relationship between the badge and larger programs, professional learning pathways, and/or larger skill sets.

All credit bearing badge proposals will have to go through the same channels as traditional classes.

Badges must be held to a high standard that will be evident to business/industry.

Credit bearing badges must contain a minimum of 45 contact hours of course work or three credits and must focus on discrete skills. The quality of work to earn a credit bearing badge must

be consistent with a letter grade of C or better. All credits earned for badges may be used toward minors, associates degrees, or bachelor degrees, subject to the degree program requirements.

**Upon Completion:** Badge credits are awarded as “badged” upon successful completion of the requirements for that badge. The badge grade is included on the student’s transcript. In addition, students completing a badge will receive an appropriately worded designation, such as an electronic badge, signifying that it was issued by SUNY Cobleskill and what was required to complete the badge.

**Approval Process:** Proposals for new badges must begin with the Badge Planning Form provided by the Curriculum Committee. If the badge proposal is selected to go forward, then it should follow the standard curriculum review process.

**Criteria for Approval:** A demonstrated need must exist in order for a badge proposal to be evaluated positively. Additionally, course work should offer clear educational objectives. The deans, chairs, and other administrators should address resource issues in their statement of support.

\*To review eligibility for financial aid, contact the Student Financial Services Office.

## **SECTION D - ENROLLMENT, WITHDRAWAL, WAIVER POLICIES**

- 4.00 **Registered Student** – Students are considered officially registered when they enroll in classes and have fulfilled all college-related financial obligations.
- 4.01 All students who have not completed all financially-related obligations by the close of business on the semester due date will be charged a late registration fee and a late payment fee monthly while the balance is still due.
- 4.02 **Add/Drop (Schedule Adjustment)** – Courses may be added or dropped only during the period so designated and announced by the registrar. After consultation with the advisor and obtaining the Alt PIN, all transactions are done through Banner Web. Students can consult with the instructor of a course when Banner Web restrictions prevent them from accessing a seat in a course(s). It is the instructor’s discretion to determine if a Registration Override may be authorized for a seat in a course(s).
- 4.03 **Advisement** – A student is assigned a faculty advisor who is to be consulted regarding all academic transactions. These include, among others, add/drop, scheduling, withdrawal from College, withdrawal from courses, degree requirements, progress toward the degree, course substitutions, waiver of requirements, transfer of off-campus credits, carrying over 19 hours, rebates, repeating courses, dual degrees, and changes of major. Advisement week for preregistration typically occurs during the last week in October for Spring Registration and the last week in March for Summer and Fall Registration.

- 4.04 **Class Enrollments** – A student must enroll for courses at the times designated by the registrar of the College, including the first five days of the semester. Students must consult with their academic advisors and register via banner web to be deemed enrolled in classes.
- 4.05 **Enrollment Priorities** – Matriculated students are given enrollment priorities in required and elective courses which are determined by class standing at the College; seniors first, then sophomores, juniors and students who have achieved less than 30 credits. Non-matriculated part-time students may enroll in courses on a space available basis.
- 4.06 **Registration of Part-Time Students** – New part-time degree students should contact the Office of Admissions. Continuing non-degree students register through the Registrar’s Office.
- 4.07 **Late Registration** - A fee is charged if registration is not completed by the close of business on semester check-in day.
- 4.09 **Early Enrollment of Classes** – Students may select and record the classes in which they will be enrolled in the subsequent semester. In order to register for courses student must meet with their academic advisor and upon consultation will be given an alternative pin which is used to register for classes for the upcoming term. This occurs during the 11th week of the semester typically the first week in November for Spring Registration and the first week in April for the Summer and Fall Registration.
- 4.10 **Normal Course Load** – Full-time students carry 12 to 19 credit hours per semester.
- 4.11 **Below Minimum Course Load (12 Credits)** – Students who fall below 12 credit hours for whatever reason:
- (a) may jeopardize financial aid;
  - (b) may lose eligibility to live on campus;
  - (c) may jeopardize EOP status.
- 4.12 **Over Maximum Course Load (19+ Credits)** – Students requesting to take 19.5 - 21 credits in a semester must hold a GPA of 3.0 or better and must obtain the signature of the Academic Advisor. The student may appeal a denied request to the Department Chair. Students requesting to take greater than 21 credits in a semester must hold a GPA of 3.25 or better and must obtain the signature of the Academic Advisor and Department Chair. Students without an established GPA may pursue greater than 19.5 credits with Academic Advisor and Department Chair approval. The student may appeal a denied request to the Dean.
- 4.20 **Official Withdrawal from College** – Students may withdraw from the College without academic penalty on or before the last day of class. Students are considered officially withdrawn when they complete the withdrawal process designated by the registrar. Students who fail to complete the process are liable for academic penalty.

- 4.21 **Withdrawal from College in First Ten Weeks of Semester** – Students who withdraw from College during the course withdrawal period (the first ten weeks of the semester) will receive grades of "W" in all semester-length courses. They will also receive grades of "W" in incomplete 5, 8, or 10-week module courses.
- 4.22 **Withdrawal from College After the Tenth Week** – Students who withdraw from College after the course withdrawal period and before completing final examinations will receive grades of "W".
- 4.23 **Leaving College: Unofficial Withdrawal** – Students who leave College without officially withdrawing are considered enrolled students and their grades will be recorded. This regulation may be waived by the Provost/VP for Academic Affairs when circumstances warrant.
- 4.24 **Withdrawal from Course(s) by Student** – A student may withdraw from a course(s) during the first ten weeks of a semester (pro-rated for modular courses) and will receive a grade of "W." After the tenth week, students may not withdraw from courses unless the instructor concerned, the student's advisor, and the dean in the degree program in which the student is enrolled recommend such action to the Provost/vice president for Academic Affairs. The recommendations must be in writing with supportive statements as to the extenuating circumstances which warrant the withdrawal. If permitted to withdraw, a grade of "W" will be assigned (see 4.11).
- 4.25 **Withdrawal from Courses by Instructor** - An instructor may request that the school dean cancel a student's registration in a course because of excessive absences or violation of academic regulations and standards as stated in the course policies or the College academic code. The dean will inform the student in writing citing the reason(s) for the withdrawal. When a student is withdrawn for excessive absence within the first 10 weeks, a grade of "W" will be assigned. After 10 weeks, a grade of "F" may be assigned.
- 4.26 **Withdrawal from Courses by Instructor: Appeal** – Students may appeal removal from a course by an instructor via a letter to the dean, with a copy to the instructor, within seven days of the date of issuance of the academic withdrawal. If the appeal is denied by the dean, a student may appeal to the vice president for academic affairs who may appoint three persons from the Academic Policies Committee to hear the appeal.
- 4.27 **Academic Leave of Absence** – Full-time matriculated students who must interrupt their program at the College for reasons deemed acceptable to the vice president for academic affairs, may be granted an academic leave for a specified period of time. Full-time students must have a minimum GPA of 2.00 and must have completed one or more semesters to be considered for an academic leave of absence. Students may return to the campus following the leave by contacting the Registrar's Office to select classes.
- 4.28 **Military Leave of Absence** – 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.

- 4.30 **Auditing Courses** – Any interested person may audit a course with the consent of the instructor. Audit is permitted on a space-available basis, but may not include courses which have laboratory or studio activities.

There is no tuition charge, however, a registration fee of \$50 will be charged. This registration fee will not be assessed to course auditors who are already enrolled as students.

By definition, auditors merely "sit in" on courses, are not officially enrolled or listed on course rosters. Auditors attend without credit or formal recognition and are not required to meet the requirements of the course.

Registration for audit courses must be completed during the add/drop period through the Registrar's Office. All documentation of audit courses will be maintained by the registrar.

- 4.40 **Waiver of Degree/Certificate Requirements** – Upon recommendation of the advisor and dean, the vice president for academic affairs may waive certain degree requirement(s) for a student. The total number of required credits cannot be waived, nor can the State Education Department's distributive requirements. An approved change of status form must be filed.
- 4.41 **Permanent Waiver of Physical Education Requirement** – This requirement may be waived by the Director of Sport and Exercise based on recommendations from the Wellness Center, Physical Education Department chairperson, or a physician with appropriate documentation. If waived, students must still complete the minimum credit requirement of their chosen degree program. An approved change of status form must be filed.
- 4.42 **Varsity Athletic Credit Toward Physical Education Requirement** - Varsity athletic credit earned at SUNY Cobleskill may be used to meet the physical education/college requirement PHED 151 Wellness or PHED elective.

## SECTION E - ACADEMIC INTEGRITY

- 5.50 **Academic Integrity**

### Academic Honesty

Preamble: Academic honesty is a necessary prerequisite for meaningful education. Academic universities rely on the integrity of their members and have particular concerns for academic honesty in the classroom. At the heart of the university's educational mission is a belief that education confers a benefit to the individual and to society as a whole. Within the context of the

classroom experience is an implied agreement, or “academic contract,” between the students and the teachers. Teachers are expected to exercise their educational responsibilities in good faith; students are expected to expend their best efforts to learn course material. Cheating or any form of academic dishonesty undermines the essence of the university’s educational mission. It is therefore a serious matter that has substantial implications for all members of the university community.

### **Examples of Academic Dishonesty<sup>1</sup>**

Academic dishonesty includes, but is not limited to, the following acts which violate the academic integrity of oneself, the classroom and one’s peers, and the institution:

**Collaboration** - consists of helping another student cheat, plagiarize, or commit other acts of academic dishonesty. It does not apply to valid forms of academic collaboration such as working with partners in a laboratory setting or working on team projects.

**Copying** - includes obtaining answers by duplicating or copying another person’s work during a test, in the completion of one’s homework, or any other context. An example of “any other context” would be copying a paragraph from a website on the internet, inserting it into a paper, and representing the work as one’s own. This act would also be called plagiarism.

**Cribbing** - is a synonym for cheating or plagiarizing. In everyday academic usage, it means using prohibited materials such as cheat sheets, writing answers on one’s clothes, on one’s skin, etc. or receiving answers via electronic media such as cell phones.

**Forgery** - means the “crime of falsely and fraudulently making or alternating a writing or other instrument.” (Webster’s Seventh New Collegiate Dictionary)

**Lifting** - colloquially, it means the same as plagiarizing or stealing.

**Multiple Submissions** - submitting work (without express permission of the second instructor) that has been submitted and evaluated in another course.

**Plagiarism** - means representing another’s work as one’s own in including the use of work bought from a “research paper mill.” See below for greater clarification and detail.

**The use of “Ringers”** - means having one student do another student’s work including taking an exam, writing a paper, or doing an assignment.

**Sabotage** - means destroying another’s work. Such acts would include discarding or destroying another’s exam, homework, lab work, report or intentionally misplacing another’s work. It could also mean in a group setting, as in a laboratory, purposely misleading another student working in the same group as oneself.

**Substitution** - submitting for a second time without the instructor's permission a report or paper used in another class. In other words, multiple submissions of the same work for different classes is forbidden.

<sup>1</sup> *(These descriptions are paraphrased and modeled from Southern Vermont College Student Handbook, 2004-2006 and Oswego College Policy on Academic Honesty.)*

### **Statement of Responsibilities**

Faculty and students alike are expected to maintain an atmosphere of academic integrity by practicing an ethic of academic honesty. While both faculty and students are partners in forming an atmosphere of high intellectual integrity, their responsibilities are different.

### **Student Responsibilities**

1. Students will not participate, directly or indirectly, in any practice that could be construed as academic dishonesty or a violation of the principle of academic integrity.
2. Students will discourage academic dishonesty in the actions of fellow students
3. Students will report occurrences of academic dishonesty to their instructors or to the deans of schools in which their courses are housed.
4. Students will consult with their instructors concerning permissible degrees of collaboration and cooperation (e.g., in a laboratory where collaboration is expected but the idea of academic integrity and responsibility for one's own work is still in play).

### **Faculty Responsibilities**

1. Faculty will work to create an environment of high academic integrity and high academic achievement by adhering to the policies and practices recommended in this document.
2. Faculty will inform students at the outset of classes and through explicit documentation in the course syllabus of the college's academic integrity policy.
3. For any particular course (for example, a lab science course), the specifics of how the policy of academic integrity will be implemented will be described and explained to the students.
4. Faculty will actively discourage acts of academic dishonesty through their actions, through leadership, and through education and instruction. Faculty will implement the recommended procedures for dealing with academic dishonesty in cases where substantial evidence of misconduct exists and which are deemed by the instructor to be a serious breach of academic integrity.
5. Individual faculty members within their classrooms are the ultimate judges of what constitutes a "serious breach." The honored tradition of academic freedom is not intended to be subverted by these policies.

**Plagiarism** – Plagiarism is a particular form of academic dishonesty that, because of its prevalence in academic environments, deserves its own discussion. Plagiarism, or any type of cheating, will not be condoned. Both involve presenting others' work as your own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text.



**Definition of Plagiarism** – Plagiarism is the use of someone else’s ideas or words and passing them off as one’s own. It is a special kind of cheating reserved for intellectual theft. The word comes from the Latin *plagiarius*, meaning kidnapping. In an academic context, plagiarism is intellectual thievery. It is unethical and intolerable. This means that even if only three or four words in succession are taken from another text, they must be placed within quotation marks and properly documented. It also means that if the source is paraphrased, i.e. the ideas are rewritten; the original source must be given credit. Using another student’s paper is plagiarism. Allowing another student to hand in a paper you wrote is condoning plagiarism and will be dealt with in the same manner as plagiarism and cheating.

There are certain acts of scholarship which are generally accepted by academicians as constituting plagiarism. They are:

1. an unacknowledged direct quotation of a source.
2. an unacknowledged paraphrase of a source.
3. the unacknowledged use of a source to establish the structure and logic of an argument.

### **Sample Cases**

**Case 1:** A student is guilty of an academic integrity violation and the instructor decides that the case should be resolved in the classroom.

The instructor informs the student of the alleged violation, counsels the student, and proposes penalties (failure of assignment, failure of course, re-assignment, etc). (i) If the student accepts the judgment of the instructor and the penalties, then the case is closed and there is no record of cheating other than that which the instructor has kept for themselves. (ii) If the student disputes the academic violation charge or if they dispute the penalty but not the charge, then the student may appeal to the dean of the school in which the course is housed.

**Case 2:** A student is guilty of an academic integrity violation and the instructor decides that the violation is serious enough that a record of it should be placed in the VPAA’s office.

The instructor informs the student of the alleged violation and informs them of the penalties (failure for the assignment, failure for the course, etc) and their intent to place a record of the violation on file in the VPAA’s office. The instructor also informs the student of their right to an appeal. The instructor completes the Academic Integrity Violation Form which includes copies to the VPAA, dean, student, and faculty member.

(i) If the student accepts the judgment of the instructor and the penalties, then the case is closed and a record of the incident is placed on file in the office of the VPAA. (ii) If the student disputes the academic violation charge or if they dispute the penalty but not the charge, then the student must appeal to the dean of the school in which the course is housed. If such an appeal is made, then the role of the dean is the same as that described in Case 1 with the addition that the dean will suppress the formal complaint being passed onto VPAA’s office until negotiation has been concluded. Resolution at the dean’s level may be achieved and it may (or may not) result in a file

of the violation being placed on record in the VPAA's office. The advantage of achieving a resolution without the intervention of the ARB is that it minimizes the bureaucracy needed to bring the matter to conclusion. Nevertheless, either the faculty member or the student may waive the negotiation and seek a hearing with the Academic Review Board. In this case, the dean acts as conduit and trigger for the convening of the ARB. The recommendations of the ARB will be passed onto the VPAA who will render the final decision about the case. By the time the case reaches the ARB and VPAA, few options remain. They are:

1. The student is found guilty of an academic integrity violation. A record of the violation is placed in the VPAA's office and in the student's record and the student is assessed an appropriate penalty.
2. The student is found not guilty of an academic integrity violation. The student is not assessed a penalty and no record is placed in the VPAA's office.
3. The VPAA and ARB recommend a course of action not included in the preceding two statements.

### **Academic Integrity - Penalties and Procedures:**

If a faculty member suspects a student to be in violation of SUNY Cobleskill academic integrity policy the following steps should be taken:

- The faculty member will create a file describing the incident. The file should include a completed Academic Integrity Violation Form and any supporting documentation concerning the alleged infraction. This file is an important part of the investigation process for both the student and faculty member because it establishes a formal record of a case. The file is used in the appeals process and serves as a way to alert the faculty and administration of repeated violations.
- The faculty member will meet with the student to discuss the nature of the offence and take the appropriate disciplinary action such as:
  - Failure for the assignment
  - Revision and resubmission of the assignment
  - Failure for the course
  - Other course of action proposed by the Vice President of Academic Affairs (VPAA) and the Academic Review Board (ARB)

The faculty member may also elect to send a copy of the report to the Dean for support or advisement.

If this is an undisputed case and a violation has been found to have occurred, the disciplinary action is sustained and the case records are placed on file with the VPAA.

A follow-up letter documenting the violation and resulting disciplinary measures will be placed in the file with a copy sent to the student. If this is the first reported offense on file with the VPAA no further action will normally be taken.

If the student is found to be innocent of the suspected violation the case is closed and all disciplinary action dropped. No record of an incident will be placed on file with the Vice President of Academic Affairs.

If a student has been found to be in violation of the Academic Integrity Policy on two or more occasions the student is subject to a hearing by the Academic Review Board. The Academic Review Board acts as a recommending body to the Vice President of Academic Affairs and may suggest additional disciplinary action. These sanctions may include:

- Failure for the course
- Academic probation
- Suspension
- Dismissal
- Other course of action proposed by VPAA and ARB

**Academic Review Board:** The Academic Review Board is made up of nine/seven members, 6 faculty and 3 students or 5 faculty and 2 students.

**Appeals Process:** The student may appeal an unfavorable decision to the next higher authority for review. If an appeal is initiated at the faculty level, the following procedure is set in motion:

- The student may appeal the charge of Violation of Academic Integrity to the faculty member. The appeal must be made in writing within 5 business days of the charge date and resolved within 5 business days.
- If this appeal is unsatisfactory the student may appeal to the Dean in writing within 5 business days of the outcome of the first appeal. The Dean will resolve the appeal within 5 business days.
- If the student wishes to appeal the ruling at the Dean's level, the Dean will initiate a review of the case by the Academic Review Board. The Academic Review Board hears the case and makes a recommendation to the Vice President of Academic Affairs who makes the final decision.
- The student is responsible for the submission of any additional documentation which they feel is pertinent to the case.
- The student should continue to attend class pending the outcome of an appeal in cases of withdrawal.

## **SECTION F - STUDENT RIGHTS AND RESPONSIBILITIES**

- 5.00 **Degree Requirements** - Responsibility rests with the student to know the requirements of the program in which they are enrolled, and if a full-time student, to carry no fewer than 12 credit hours per semester.

- 5.01 Students are also responsible for meeting deadlines as these relate to academic procedural matters, e.g. add/drop, course selection, course withdrawal.
- 5.10 **Course Requirements** - The student is expected to fulfill course requirements as specified in course outlines.
- 5.20 **Attendance** - Registration in a course assumes full participation in that course. Therefore, a student is expected to attend class sessions regularly.
- 5.21 Individual instructors shall define "excessive absences" in their respective course policy statements.
- 5.22 Excessive absence may result in cancellation of the student's course registration. The course instructor requests such cancellation from the dean of the school in the degree program which is responsible for the course. This written cancellation results in grades of "W" or "F."

If the student wishes to appeal (see 4.26), they must do so in writing to the dean of the school in the degree program which is responsible for the course within seven days of the cancellation notice.

- 5.22.1 If absence due to military obligation and/or related medical treatment impacts student attendance, the student shall arrange with the instructor along with the Office of Veteran Affairs the length of time the student should be absent from the course(s) and provide appropriate documentation substantiating the absence and a plan to make up any missed work.

Faculty should consider absences due to military obligation or for related medical treatment as excused absences and should not penalize the student. In some circumstances, the length of the absence may be detrimental to the student's success in a course(s) and may be in the student's best interest to withdraw from the course and/or college or request a military leave of absence (4.28). Students with military affiliation should be directed to the Office of Veteran's Affairs, all others to the Office of the Registrar.

- 5.23 All academic work must be made up regardless of the reason(s) for absences from class(es).
- 5.24 The instructor's attendance policy, as stated in the course outline, determines how absences will be treated in that course. Any anticipated absence should be brought to the instructor's attention as soon as the student is aware of it, so that appropriate accommodations regarding completion of work may be made. Illness should be reported as soon as possible. (Proof required at the discretion of the instructor.)
- 5.25 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of their religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the

responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed.

#### 5.25a. **Religious Holidays - Education Law**

Section 224 - a. Students unable because of religious beliefs to attend classes on certain days. (as amended by Laws of 1992, chapter 278)

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of their religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of their rights under this section.

- 5.26 Attendance in an online course is defined as an active post or submission within the course including, but not limited to, discussions, written assignments, and tests. This standard will be used to determine all attendance criteria, including but not limited to, never having attended,

last date of attendance, and withdrawal from a course by instructor due to excessive absence as defined in the course outline.

- 5.40 **Advisor Consultation** - Students are expected to consult with their advisors about academic matters, and obtain the signatures required on academic forms.
- 5.60 **Expected Behavior in the Classroom** - Students are expected to respect the educational environment as established by the faculty member. All individuals are expected to demonstrate respect for the rights and responsibilities of the faculty member and of each other.
- 5.70 **Grade Posting** - Grades are available via Banner Web (see 7.10).
- 5.90 **Academic Progress** - Students are responsible for being aware of their academic progress/standing in courses.
- 6.00 The College is committed to the educational and social development of its students.
- 6.01 As members of the academic community, students are encouraged to develop the capacity for critical thinking and to engage in the pursuit of truth.
- 6.02 The College will provide positive opportunities and conditions to facilitate those freedoms which are essential to the learning and maturation process.
- 6.03 The College guarantees students freedom in inquiry, freedom of thought and discussion, and the right to due process in disciplinary proceedings. The student is also guaranteed freedom from College interference and restriction of extramural activities unless placed on probation.
- 6.04 The responsibility for ensuring these freedoms rests with the entire College community. Students should endeavor to exercise and defend these freedoms with maturity and responsibility.
- 6.10 **Rights in the Classroom** - Faculty should endeavor to provide an atmosphere in the classroom that facilitates free discussion, inquiry and expression. Students should be evaluated solely on the basis of academic standards, not on the students' opinions or conduct unrelated to academic standards.
- 6.11 **Protection of Freedom of Expression** - Students are responsible for learning the content of their courses of study, but they should be free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion.
- 6.12 **Protection Against Improper Academic Evaluation** - Students are responsible for maintaining standards of academic performance established by their professors, but they should have protection through orderly procedures against prejudiced or capricious academic evaluation.

- 6.13 **Protection Against Improper Disclosure** - Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential.
- 6.14 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of their religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed.
- 6.20 **Grade Appeal** - Students may appeal a final grade received in a course by providing written justification for a change of grade to the faculty member responsible for the course and a copy to the school dean responsible for the course. Grade appeals must be filed within forty-five (45) calendar days of the last day of classes for the semester in which the grade was received. Appeals must be submitted by the student not a third party (including family members of the student).
- 6.21 Appeals must be based on perceived discrepancies in the grading and evaluation system as described in the course outline given to students, computational error or error in data entry.
- 6.22 Faculty will provide a written response to the student within ten (10) calendar days of receipt of the appeal with a copy to the appropriate dean.
- 6.23 Students who cannot reach satisfactory resolution of the appeal with the faculty member may appeal to the dean of the school responsible for the course within fourteen (14) calendar days of the date of the faculty member's response.
- 6.24 In the event that the student feels that a satisfactory resolution has not been reached, they may forward their appeal in writing to the vice president for academic affairs within seven (7) calendar days of receipt of the school dean's response.
- 6.25 The vice president for academic affairs will have the chairperson of the Academic Policies Committee convene a three (3) member review panel to make recommendations to the vice president for academic affairs. The decision of the vice president for academic affairs shall be final and not subject to further appeal. Notice will be sent to the student and the appropriate faculty member in writing.
- 6.26 Documentation of an appeal will be part of the academic record and therefore will be retained in adherence to SUNY and SUNY Cobleskill record of retention policies.
- 6.40 **Withdrawal from Courses by Instructor: Appeal** - (See Section 4.26)
- 6.50 **Academic Student Complaints** - If students have complaints relating to 1) AccessABILITY Resources 2) Bias 3) Discrimination 4) FERPA 5) Grade Appeals 6) Online Course or Online Course

Delivery 7) Student Conduct and/or 8) Title IX (Sexual Harassment, Sexual Violence, Gender Discrimination), they should refer to this link.

[www.cobleskill.edu/about/leadership/campus-policies/student-complaints/index.aspx](http://www.cobleskill.edu/about/leadership/campus-policies/student-complaints/index.aspx)

The academic student complaints process is divided into two parts, Conflict Resolution and Administrative Course of Action.

In the conflict resolution stage, students first will seek a resolution that is limited to written or verbal conversations with the personnel, the department chair who oversees the individual about whom the complaint is being filed, and/or the relevant dean.

If students cannot reach a resolution to their satisfaction, students can move on to initiating an Administrative Course of Action. This stage includes a student's written complaint, an investigation into the incident by the relevant dean, and a determination by said dean. If unsatisfied with the decision, students also may appeal to the provost who, after receiving a recommendation from a review panel, makes a final decision on the matter.

The Conflict Resolution and Administrative Course of Action processes are detailed below.

### **Conflict Resolution**

If students have a complaint/concern about personnel such as professors/instructors, advisors, professional advisors, and/or instructional support specialists, or a classroom environment/incident/situation, they are encouraged first to seek a resolution by communicating directly with that individual. If the issue cannot be resolved at that level, students should contact the department chair who oversees the individual about whom the complaint is being filed. If the issue cannot be resolved at the chair level, students should contact the relevant dean. If the student does not know who the chair is, the secretary of the dean's office can assist with that contact information. If students' academic complaints involve an instructor, and the instructor is also the department chair, the relevant dean may be contacted first.

In cases where students' academic complaints involve an advisor and a resolution cannot be made directly, students should go straight to the department chair. In cases where the advisor is also the department chair, students may consult with the relevant dean first.

Students should expect an acknowledgement from whomever they contact within one week. If they have not heard from an individual within this timeframe, students are encouraged to contact the next individual as outlined above.

When engaging in conflict resolution, students should initiate their complaints immediately following the incident or identification of the problem, but no later than 15 days after the last day of class during the semester in which the incident or problem occurred.



## **Administrative Course of Action**

If a conflict resolution cannot be reached, students should advance to the administrative course of action stage by sending a written complaint that includes their name, contact information, description of the complaint, details of the direct communication with the individual and department chair (if applicable), specifics of the conflict resolution process, and desired outcome to the relevant dean. Subjects of the complaint also will receive a copy of the written complaint. Students who have not yet discussed their complaints through the conflict resolution process will be directed by the dean to do so before proceeding. Each student with a complaint must go through the Conflict Resolution and Administrative Course of Action individually.

Students should expect an acknowledgement from the dean within one week. The dean then will schedule a meeting with the student so the student has the opportunity to discuss the matter in more depth if necessary. Next, the dean will notify all other individuals referenced in the written complaint and schedule separate meetings with all parties involved, including with the subject of the complaint to allow for further discussions.

Following these meetings, the dean will investigate the complaint and reach a determination in writing that will be sent to all parties involved within thirty (30) calendar days from receipt of the written complaint.

If a student or the subject of the complaint is dissatisfied with the outcome, they may send a written appeal to the provost within five business days of receiving the determination from the dean. The written appeal should include the original written complaint, along with points of disagreement with the dean's decision.

The provost will have the chairperson of the Academic Policies Committee convene a review panel from volunteers across campus. For complaints against teaching faculty, the review panel will be comprised of 3-5 professors or instructors with continuing appointment. For complaints against professional staff, the review panel of 3-5 individuals will be comprised of professionals with permanent appointments and one professor or instructor with continuing appointment. The review panel members cannot be in the same department as the student or the subject of the complaint. The review panel will review all materials, interview all parties involved separately, including the subject of the complaint, and make a recommendation to the provost within two weeks of receipt of the provost's request.

The subject of the complaint and the student each may choose one advocate who is either a current member of the SUNY Cobleskill faculty or staff. The student has the option of choosing a current SUNY Cobleskill student as their advocate. The advocate's role is to provide support during the review panel interview.

After receiving the review panel's recommendation, the provost may investigate the matter further if necessary. The provost will inform all parties involved in writing regarding the outcome

of the appeal within two weeks. The decision of the provost is final and not subject to further appeal.

If it is discovered that a student knowingly makes false complaints, accusations, or allegations during the Conflict Resolution or Administrative Course of Action processes, they will be in violation of Student Conduct Code #13 "Deliberate issuance of a false statement either orally or in writing to College officials." According to the Student Conduct Codes site, "Any violation of the Student Conduct Codes is strictly prohibited and may result in disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the college."

## **SECTION G - RESPONSIBILITIES OF TEACHING FACULTY**

**7.00 Insuring an Appropriate Educational Environment** - Faculty members have the responsibility of insuring an educational environment that promotes academic excellence. All individuals have the right to a positive secure environment, one in which persons can realize their potential as intellectual, social, political, economic and creative beings.

Each faculty member will provide for students a statement of expectations and standards for ensuring an educational environment. This may be accomplished in a discussion format during the first class period and/or in writing as part of the course outline.

Students who do not comply with the faculty members' stated expectations of classroom behavior may have their registration in the course canceled by the faculty member, through the process outlined in section 4.25 of the Academic Code

### **7.00a State University of New York – Credit/Contact Hour Policy**

SUNY Cobleskill calculations of credit hour follow the State University of New York (SUNY) policy which is applicable to its Community Colleges and State-Operated Campuses. The policy is below:

#### **Summary**

The State University of New York (University), like most American higher education, has adopted a variant of the traditional "Carnegie Unit" as a measure of academic credit. This unit is known in the University by the familiar term, "semester credit hour," and is the primary academic measure by which progress toward a degree is gauged. It is recognized that such a unit measures only a part, albeit a major part, of a composite learning experience, based upon formally structured and informal interactions among faculty and students.

#### **Policy**

Over the past several years, for academic purposes, some faculties have allowed modifications of the classical Carnegie definition of a semester credit hour, which has stipulated that one

semester credit hour be awarded for fifteen sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. Today there are many types of educational experiences with which credit hour assignment may properly be associated.

In the interest of accurate academic measurement and cross-campus comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. These definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the College. Courses may be composed of any combination of elements described, such as a lecture course which also has required laboratory periods or a lecture course having an additional requirement for supervised independent study or tutorial activity.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

### **New York State Education Department**

All credit-bearing degree and certificate programs at SUNY Cobleskill are approved by the New York State Education Department (NYSED). Calculation of credit hours for these programs follow NYSED guidelines, which are consistent with the State University of New York's adoption of the Carnegie definition of a credit hour.

Codes, Rules and Regulations of the State of New York, Title 8 – Education Department, Chapter II – Regulations of the Commissioner, Subchapter A – Higher and Professional Regulations, Part 50 – General, Section 50.1 (o) stipulates the following: Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires a total of at least 45 hours for one semester credit. (in conventional classroom education this breaks down into at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments), except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

Section 52.2(c)(4) stipulates: A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered curriculum; (ii) when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1(w) of this Title, when the commissioner has granted approval for the

institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

### **New York State Education Department's Policies Regarding Time on Task in Online Education**

The College adheres to the New York State Education Department's Office of College and University Evaluation policies on "Determining Time on Task in Online Education," which is excerpted below.

Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects.) Regardless of the delivery method or the particular learning activities employed, the amount of learning time in any college course should meet the requirements of Commissioner's Regulation Section 50.1 (o), a total of 45 hours for one semester credit (in conventional classroom education this breaks down into 15 hours of instruction plus 30 hours of student work/study out of class.)

"Instruction" is provided differently in online courses than in classroom-based courses. Despite the difference in methodology and activities, however, the total "learning time" online can usually be counted. Rather than try to distinguish between "in-class" and "outside-class" time for students, the faculty member developing and/or teaching the online course should calculate how much time a student doing satisfactory work would take to complete the work of the course, including:

1. Reading course presentations/ "lectures"
2. Reading other materials
3. Participation in online discussions
4. Doing research
5. Writing papers or other assignments
6. Completing all other assignments (e.g., projects)

The total time spent on these tasks should be roughly equal to that spent on comparable tasks in a classroom-based course. Time spent downloading or uploading documents, troubleshooting technical problems, or in chat rooms (unless on course assignments such as group projects) should not be counted.

In determining the time on task for an online course, useful information includes:

1. The course objectives and expected learning outcomes
2. The list of topics in the course outline or syllabus; the textbooks, additional readings, and related education materials (such as software) required
3. Statements in course materials informing students of the time and/or effort they are expected to devote to the course or individual parts of it

4. A listing of the pedagogical tools to be used in the online course, how each will be used, and the expectations for participation (e.g., in an online discussion, how many substantive postings will be required of a student for each week or unit?)

Theoretically, one should be able to measure any course, regardless of delivery method, by the description of content covered. However, this is difficult for anyone other than the course developer or instructor to determine accurately, since the same statement of content (in a course outline or syllabus) can represent many different levels of breadth and depth in the treatment of that content, and require widely varying amounts of time.

### **SUNY Cobleskill Guidelines and Procedures**

All semester/credit hours awarded by SUNY Cobleskill will conform to the definitions listed above. Therefore, all units of credit awarded will conform to the SUNY and NYSED definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education.

SUNY Cobleskill generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks. Summer terms are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required. Terms for certain academic programs (for example, compressed summer schedules) have been adjusted but nonetheless adhere to the policy in terms of the amount of work required. The winter session occurs over a 28 day period of instruction. Time on task and instructional activities are designed to replicate the summer. Only select courses are approved for offering in the winter session.

Faculty and program administrators are responsible for developing, maintaining, and evaluating the curriculum within an academic program, although the SUNY Board of Trustees or its representative retains final control and approval of the curriculum. Assignment of credit hours for courses is determined within the program based on faculty expertise and student learning outcomes. New courses are, upon review and approval at the program level, reviewed by the College Curriculum Committee and the Provost/Vice President for Academic Affairs.

In their review and approval of new courses and major revisions of existing courses, the College Curriculum Committee is charged with following the policy on credit hours and certifying that the expected student learning for the course meets the credit-hour standard.

Approved courses are sent to the Registrar's Office for inclusion in the College Catalog. The Registrar reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned. Any discrepancies are brought to the attention of the appropriate department for correction or explanation. The following tables summarize how the credit hour translates to the particular instruction method.

**Lecture and Seminar:** Courses with multiple students which meet to engage in various forms of group instruction under the direct supervision of a faculty member.

**Table 1 – Lectures and Seminars: Classroom/Faculty Instruction and Outside Student Work**

Credits Awarded	Minimum contact time per week	Minimum contact time per semester (15 weeks) (contact time x 15)	Minimum out-of-class student work per week (contact time per week x 2)	Minimum out-of-class student work per semester (15 weeks) (out-of-class work x 15)	Total instructional time per semester (contact time per semester + out-of-class student work per semester)
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)
3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

**Laboratory:** Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting. The minimum contact time per credit is typically twice that of a lecture (2:1 ratio), assuming “substantial outside preparation.”

**Table 2 - Laboratory: Classroom/Faculty Instruction and Outside Student Work**

Credits Awarded	Minimum contact time per week	Minimum contact time per semester (15 weeks) (contact time x 15)	Minimum out-of-class student work per week (contact time per week ÷ 2)	Minimum out-of-class student work per semester (15 weeks) (out-of-class work x 15)	Total instructional time per semester (contact time per semester + out-of-class student work per semester)
1	100 contact minutes	1500 contact minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	200 contact minutes	3000 contact minutes	100 minutes	1500 minutes	4500 minutes (75.0 hours)
3	300 contact minutes	4500 contact minutes	150 minutes	2250 minutes	6750 minutes (112.5 hours)
4	400 contact minutes	6000 contact minutes	200 minutes	3000 minutes	9000 minutes (150 hours)

Clinicals: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a clinical setting. The minimum contact time per credit is typically three times that of a lecture (3:1 ratio), depending upon the amount of outside work assigned.

**Table 3 - Clinicals: Classroom/Faculty Instruction and Outside Student Work**

Credits Awarded	Minimum contact time per week	Minimum contact time per semester (15 weeks)  (contact time x 15)	Minimum out-of-class student work per week	Minimum out-of-class student work per semester (15 weeks)  (out-of-class work x 15)	Total instructional time per semester  (contact time per semester + out-of-class student work per semester)
1	150 contact minutes	22500 contact minutes	0 minutes	0 minutes	2250 minutes (37.5 hours)
2	300 contact minutes	4500 contact minutes	0 minutes	0 minutes	4500 minutes (75.0 hours)
3	450 contact minutes	67500 contact minutes	0 minutes	0 minutes	6750 minutes (112.5 hours)
4	600 contact minutes	9000 contact minutes	0 minutes	0 minutes	9000 minutes (150 hours)

**Independent Study:** Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact (e.g., Special Projects, Topics in Current Research). Minimum credit hours are determined based on faculty instructional contact minutes and student outside work time. In all such instances, such courses must match the total amount of work using the examples listed in table 1 above, and the faculty member is required to keep records of the meeting times and student work assigned so that contact hours can be calculated.

**Internship/Practicum/Field Experience:** Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place on or off campus at an approved site. The learning experience will typically involve a site supervisor or preceptor, and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented and must match the total amount of work using the examples in table 1 above. Number of credits and hours will be determined by each department.

**Accelerated Courses:** Courses offered outside of a standard 15-week semester in which the credit hours offered are the same as standard semester courses and the content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the total amount of instructional and student work time as the examples in table 1 above, even if delivered within an accelerated time frame.

**Online Courses:** Courses offered entirely online without any on-site face-to-face meetings required. These courses have the same learning outcomes and follow the same syllabus of a lecture course, but with online delivery methods. Contact time is satisfied by various means as outlined in each courses syllabus. These methods can include, but are not limited to, online group discussions and projects, papers and exams, and singular faculty engagement to name a few. In all cases the courses meet instructional time and projected student engagement time. In all such instances, these courses must meet the total amount of instructional and student work time as charted in table 1, even if delivered online or asynchronously.

- Blogs, Journals, Logs: Students' opportunity to apply learned concepts (including research of scholarly articles and professional journals) or for reflection on learning experiences; to be shared with instructor and/or classmates for thoughtful analysis, feedback and assessment.
- Case Studies, Problem Solving Scenarios, and Virtual Labs: In-depth analysis requiring utilization of higher order analytical skills which relate to course objectives and is shared with instructor and/or classmates for feedback and assessment.
- Conference Calls/Web-Conferencing: Instructor led opportunities for collaborative, synchronous learning with specific expectations for participation & feedback. (When possible, calls to be recorded for review.). 1 hour call = 1 hour instruction.
- Group Project: Instructor mediated culminating activity with specific learning objectives; students collaborate via e-mail, chat rooms, discussion boards, and/or face-to-face contact to research, analyze, synthesize, and prepare project with instructor receiving periodic updates and providing guidance to group.
- Guided Project: Instructor mediated culminating individual project with specific learning objectives; student and facilitator collaborate via email, chat, discussion boards, and/or face-to-face to research, analyze, synthesize and prepare project with instructor receiving periodic updates and providing guidance and feedback.
- Instructional CDs, Power Points, Videos: Instructor mediated to expand upon and clarify course concepts and objectives. 1 hour = 1 hour instruction.
- Online Quizzes and Tests: Opportunity for instructor to assess students' subject knowledge and provide feedback on students' progress. 1 hour test = 1 hour instruction.
- Discussion Board: Instructor guided or mediated threaded discussion that directly relates to course objectives and which has specified timeframes, expectations for participation, and thoughtful analysis.

**Hybrid Courses:** Courses offered in a blended format with one or more on-site face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a



faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as charted in table 1, even if delivered online or asynchronously.

## Procedures

- All courses offered at the college will be reviewed periodically by the program faculty and program director for evidence of compliance with the semester/credit hour definitions as set forth by New York State and the U.S. Department of Education.
- Courses which appear to be out of compliance will be evaluated with immediate measures taken to rectify the discrepancies. New courses or changes to existing courses and curriculum will normally be evaluated as part of the work of the College Curriculum Committee.
- The College Catalog shall serve as the official college publication providing information on credits assigned to each college course.
- Records of credits assigned for each course will be maintained in the college's administrative database.

7.01 **Course Outlines** - During the first week of classes, a course outline is to be given to each student enrolled in a course.

7.02 **Content of Course Outlines** - Outlines must specify:

- a) (Course title, prefix designation (e.g. CAHT 140), credit hours of course prerequisites, date (which semester) and class hours.
- b) Name of instructor, office location and hours, phone number and e-mail address.
- c) Required books or subscriptions.
- d) General objectives of course, and when possible, exit skills (learning outcomes) and other specific objectives.
- e) Grading and evaluation system (including weighting of each component, e.g. 20 percent quizzes, 30 percent tests, etc.), list of term assignments such as papers, survey or research.
- f) Course attendance policy and reference to Academic Policies numbers 5.20 – 5.25.
- g) Required and/or suggested course materials (e.g., equipment, uniforms, etc.).
- h) Estimated expenses for required field trips.
- i) Reference to Academic policies numbers 5.50 and 5.60 regarding an appropriate educational environment.
- j) All students with a documented disability who are requesting special accommodations must be registered with the Office of DisAbility Support Services and notify the faculty of their learning needs.

- k) Tutorial support can be obtained in the Center for Academic Support located in the VanWagnen Library.

When appropriate, inclusion of the following should be considered:

- a) A lecture schedule to include:
- Course topics
  - Exam schedules
  - Assignments
- b) The course outline is a significant document in your educational process. It is the student's responsibility to be aware of and be compliant with the course information and requirements.

7.09 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of their religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed work.

7.10 **Course Grades** - Each student enrolled in a course shall receive a grade. These grades are posted by the faculty in Banner Web within deadlines established by the registrar.

7.11 **Assignment and Test Grades** - grades for assignments and tests can only be posted via the secure on-line course management system.

7.20 **Final Examinations** - Faculty members *are* expected to state their final examination policies in their course outlines. Final examinations are to be administered during the period so designated.

7.21 **Final Exam Policy**

- Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examinations (whether of the comprehensive "final" type or of the "last unit" type). Specifically, it may be determined that some other form of evaluation is more appropriate. As "finals week" is part of the regular semester, it is expected that all faculty members will use this time period to conduct scheduled examinations or other appropriate evaluative activities to verify that stated learning objectives have been met by the students in their respective courses.
- With the exception of lab practicums and Saturday College, final examinations in semester-long courses are to be given only according to the official exam schedule published by the Registrar. All evening courses will hold the final examination during final exam week at the day and hour of the regular class meeting.

- The instructor in any course retains the freedom to reschedule a final examination for an individual student who presents a clear case of hardship in examination scheduling. If possible such an exam should be rescheduled during the final examination period.
- The administration will ensure that faculty have a minimum of 72 hours after the administration of the final examination in a course to submit their final grades to the Registrar.

7.30 **Safety** - Students and employees, under the direction of a faculty member, must be informed of safety hazards. Faculty must ensure that appropriate safeguards are in effect, that proper medical attention is sought in case of accident or injury, and that accident report forms are filed within 24 hours if the circumstances so warrant.

7.40 **Field Trips** - A request to conduct a field trip must be approved by the school dean eighteen (18) days prior to the trip.

7.41 Whenever a trip removes students from other courses or scheduled activities, faculty in charge will place a notice on SharePoint seven (7) days prior to the trip giving date and time of trip and names of participating students.

7.42 Field trips will not be scheduled during the last week of classes unless approved in writing by the vice president for academic affairs.

7.43 Field trips that affect student attendance in any other class shall be taken during non-class periods, on weekends, or during vacation periods whenever possible. No field trips should exceed two days of classes. Every effort should be made to avoid taking field trips during the first week of each semester, thus permitting each instructor to get their course started in an appropriate manner. (See Section E, 5.24)

7.44 **Faculty Academic Advisement Guidelines for Exchange/Study Abroad Programs**

The guidelines listed below are designed to help faculty effectively advise students who wish to study at an institution abroad and receive credit at SUNY Cobleskill for the experience. These guidelines have been developed so students' overseas studies will complement their programs of study at SUNY Cobleskill.

1. A student interested in studying abroad should apply to a College-approved program early in the spring semester of the first year of enrollment if the student is in an associate's degree program. A student in a bachelor's degree program may apply during the sophomore year. To be eligible to study abroad, a student should have completed the first year of enrollment at SUNY Cobleskill and must have a minimum GPA of 2.5.
2. Before a student applies for a particular exchange/study abroad program, the student should consult their academic advisor to determine the educational appropriateness of the chosen institution overseas. An overseas institution will be appropriate for study if courses offered there satisfy the requirements of academic programs and or general education studies at

SUNY Cobleskill. Students and advisors should be aware that academic calendars might not always coincide.

3. The academic advisor should then refer the student to the Director of International Programs.
4. The Director of International Programs will contact the registrar's office for a pre-evaluation of courses that the student wishes to enroll in abroad. This will ensure that the course credit earned overseas can be transferred back to SUNY Cobleskill. Note that transferability must initially be determined by the appropriate academic department(s). The Director of International Programs should check with academic departments when issues of transferability arise.
5. The complement of courses taken at a host institution abroad should ordinarily carry a total value of 12 to 15 credits for a semester-long program, three to 12 credits for a summer program and up to three credits for an intersession program.
6. Students should be aware that if they do not follow the stated recommendations, the College cannot guarantee that courses taken at an institution abroad will have their credits transferred back to SUNY Cobleskill.

## SECTION H - GRADES

8.00 **Grades** - The following list of grades are recommended ranges which are associated with grades for graduation or transfer credit purposes. Each faculty member will list specific grading policies for their courses in the course outline for each course. Letter grades and their grade points are as follows:

<u>Letter Grade</u>	<u>Grade Points</u>	<u>Grade Mode</u>	<u>Percentages</u>
A	4.00	Normal	92.1 or higher
A-	3.67	Normal	89.5 – 92.0
B+	3.33	Normal	86.9 – 89.4
B	3.00	Normal	82.1 – 86.8
B-	2.67	Normal	79.5 – 82.0
C+	2.33	Normal	76.9 – 79.4
C	2.00	Normal	72.1 – 76.8
C-	1.67	Normal	69.5 – 72.0
D+	1.33	Normal	66.9 – 69.4
D	1.00	Normal	59.5 – 66.8
F	0	Normal	Less than 59.5 (Fail)
I	0	ALL	Incomplete
S	0	S/U	Satisfactory
U	0	S/U	Unsatisfactory
W	0	ALL	Withdrawal

A student may repeat a course, in which they earned a “C-“or below, ONE time only, unless special permission is granted by the vice president for academic affairs. The last grade earned becomes the grade of record.

**Grade Descriptors:**

- A Excellent
- B Good
- C Satisfactory
- D Passing but Unsatisfactory
- F Failure

8.10 **Grades in Developmental Courses** - Grades on transcripts and posted in Banner Web/Self-Service Banner with an asterisk (\*) beside them designate developmental courses. These grades are not counted in the semester credits earned on the grade point average. These grades and the courses they represent may not be used to fulfill degree requirements. No developmental courses may count toward graduation requirements.

- 8.20 **C- and D Grades** - Students may elect to repeat courses in which "C-" and "D" grades were earned; the last grade earned becomes the grade of record (see Section K for special program requirements). Students should inquire with Student Financial Services Office concerning the aid eligibility of repeated courses.
- 8.30 **F Grades** - "F" grades are assigned when student performance is below minimal standards, the student has stopped attending and has not withdrawn from course, or incomplete work is not completed by the deadline. Students may be assigned an "F" when dismissed from a course for violation of academic integrity. When an "F" in a required course is received, the student must repeat the course. Courses with an "F" grade will be counted as "credits attempted" when calculating the GPA.
- 8.31 Course substitutions cannot be made for major field requirements or LAS specific program requirements if the previous grade earned was "F".
- 8.40 **Incomplete "I" Grades** - Incomplete "I" grades indicate the student did not complete course work during the regular semester due to extenuating circumstances. "I" grades are to be given only when an arrangement has been made between the instructor and the student. "I" grades must be completed by the deadline established by the registrar. These deadlines may be extended by the faculty with an approval by the dean if circumstances warrant. Students who fail to complete the course work within the required time, as specified above, will have "I" grades automatically converted to "F" grades.
- 8.41 Students with "I" grades are not eligible for graduation until the "I" grade is resolved either with a grade of "F" or other grade as submitted by the instructor of record allowing the final GPA to be computed and comply with academic policies 11.01 and 11.02 which requires a final GPA of 2.0 for graduation.
- 8.50 **S/U Grades** - Grades indicate satisfactory (pass) or unsatisfactory (fail) in pass/fail courses, which may include "290" courses. When a "U" in a required course is received, the student must repeat the course. The last grade earned becomes the grade of record. Only "S" grades are assigned credit. Neither grade nor credits are used in the computation of a GPA. "S" reflects a grade of "C" or better.
- 8.60 **W Grades** - Grades of "W" are assigned when a student withdraws from a course or from the College on or before the course "W" deadline for semester/module courses, or when the instructor for the course files an academic deficiency withdrawal on or before these deadlines. A faculty member may assign a grade of "W" on or before the last day of classes.
- 8.61 **NP Grades** – A grade of "NP", Not Posted, is issued if the instructor for the course was unable to issue a grade. A grade of "NP" is a grade of record and requires the instructor to submit a change of grade for it to be modified. An "NP" grade prevents students from being reviewed for degree completion. The grade cannot be used in calculating the overall or term GPA and impedes

accurate calculation of academic standing. NP grades are required to be resolved within 48 hours of the grade submission deadline for the term.

**8.80 Appealing Grades (See Section 6.20)**

**8.90 Grade Point Average (GPA)** - The GPA indicates the level of academic standing. To calculate it, the course credits are multiplied by the grade points (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, F=0).

The total points are divided by the total credits attempted (including all courses where grades of A, A-, B+, B, B-, C+, C, C-, D+, D, or F are assigned). Grades of F, I, U, W receive neither credit nor points. Grades of S receive credits which count in the total attempted credit but does not impact the term of overall GPA.

## **SECTION I – GRADE TRANSACTIONS**

**9.00 Final Grades** - All students will receive grades for all courses in which they are enrolled. Final grades are submitted by the instructor of record for the course. Only the instructor of record has the authority to submit a final grade unless extenuating circumstances prevent them from providing a grade. If extenuating circumstances exist the Vice President for Academic Affairs will appoint a member of the faculty to review course materials and submit grades on behalf of the instructor. Final grades are available on-line. Final grades will not be issued if a student has any financial obligation to the College.

**9.10 Transcripts (Students' Academic Records)** - Students must request official transcripts through the transcript ordering process as designated on the Registrar's office web page.

**9.20 Mid-Term Grade Report** - Students will have access to mid-term grades via Banner Web/Self Service Banner. "S" reflects a grade of "C" or better; "I" indicates the faculty member did not have sufficient evaluative information to submit a grade.

**9.30 Change of Grade** - Faculty has the right to correct a student grade that the faculty member has determined to be inaccurate based on a data entry error or a computational error. Reason for a Change of Grade Submission are limited to 1) Course grade calculations were incorrect 2) Data entry error when grades were submitted 3) Coursework submitted electronically was not received 4) Coursework has been submitted to remove an incomplete(I) grade or 5) Original grade was not posted on time by the instructor. No changes can be made for extra credit or late work after grades have been submitted with the exception of incomplete grades. No changes can be made to ensure financial aid eligibility is retained. No change of grade can be made so a student may avoid a punitive academic standing or to meet athletic eligibility. No change can be made to improve GPA or to meet an institutional graduation requirement. No change can be made due to a personal issue unrelated to the course. No change can be made in order to

maintain enrollment, revenue or to maintain retention rates which would challenge the integrity of Cobleskill degree programs.

- 9.31 **Change of Grade Authority** - Change of grade by someone other than the instructor of record should be in response to exceptional circumstances such as temporary or permanent incapacity of the instructor, unavailability or unwillingness of the instructor to review submitted materials for reasons such as but not limited to sabbatical or other leave, termination of employment or death. The instructor of record shall be notified and copied on change of grade transactions associated with the grade/s concerned including grade appeals (see also Grade Appeal 6.20).
- 9.32 **Change of Grade Timeline** - No final grades may be changed more than one calendar year after it was posted.
- 9.33 **Change of Grade Documentation** - All changes of grades should be documented to include reasons for the change and personnel involved in the change.
- 9.40 **Course Rebate Policy and Definition** - Students who have changed majors, and who have a 2.00 or better semester average at the end of the first semester in the new major, may have "F" grades waived in courses required solely in the previous major. Students may appeal to the vice president for academic affairs for a waiver of "C-" and "D" grades in those courses which were required solely in the original major. The original grade will no longer be used in the calculation of the GPA but will remain on the transcript. **Please note, this policy does not change the GPA for the purposes of financial aid eligibility.**
- 9.50 **Course Repeat Policy** - Students may repeat a course in which they earned a "C-" or below. Some majors require a minimum grade of "C" in order to meet certain degree requirements. Students should inquire with Student Financial Services Office concerning the aid eligibility of repeated courses.

When a course is repeated, the last grade (A-F) will replace the previously earned grade(s) and count in the grade point average, even if the last grade is lower than the grade(s) earned on the previous attempt(s). In addition, the credit(s) from the first attempt will not be used in any calculations and will no longer count towards fulfillment of degree requirements. No repeated courses or their grades will be removed from the student's transcript.

While a student may repeat a course at another college, only a course taken at SUNY Cobleskill will be used in computing the SUNY Cobleskill GPA.

Students repeating a course in which they have received a grade of "D" or better should be aware that they may not be able to use that course as part of their calculation for full-time status for certification under the New York State TAP Program. Students should contact the Student Financial Services Office.



## SECTION J - ACADEMIC STANDING

10.00 **Retention Standards** - A student who meets the following standards is retained. All retained students may receive financial aid if eligible. Any student whose average falls below the retention standards may be reviewed for probationary retention.

Semester	GPA
Semester 1	1.50
Semester 2	1.75
Semester 3	1.90
Semester 4	2.00
Remaining Semesters	2.00

10.05 **Progress Toward Degree** - A student who has successfully completed:

19 or fewer credits is considered a first semester student;

20-35 credits is considered a second semester student;

36-48 credits is considered a third semester student;

49-60 credits is considered a fourth semester student;

61-75 credits is considered a fifth semester student;

76-90 credits is considered a sixth semester student;

91-105 credits is considered a seventh semester student;

106-124 credits is considered an eighth semester student;

125-140 credits is considered a ninth semester student;

141-156 credits is considered a tenth semester student.

10.10 **Academic Standing Needed for Practica** - Early Childhood majors must possess a 2.00 cumulative average and a 2.00 major average in order to be assigned to practica.

10.20 **Academic Probation** - A student whose cumulative GPA is less than 2.00 is on academic probation and remains so until the cumulative GPA is at or above 2.00.

10.30 **Notification of Academic Probation** - Students on academic probation are so notified, in writing, by the vice president for academic affairs.

10.40 **Guidelines for Students on Academic Probation** - A student whose cumulative average is below a 2.00 is on academic probation. The maximum permissible credit load for a student on probation will be 15 credit hours. (This is to include courses which are being repeated to raise a C-, D, D+ or F grade.) Any exceptions to this regulation must be approved by using the change of status form.

When repetition of a grade is required, a student on probation is encouraged to repeat any C-, D, D+ and F grades at the first available opportunity.

Faculty will be able to view student mid-term grades on-line after the seventh week of the semester.

A student on probation is expected to schedule regular conferences with their advisor and course instructors. The student should also take full advantage of other services available such as the Center for Academic Support and Excellence, Career Development Center and math tutoring.

- 10.50 **Academic Suspension** - A student is subject to suspension if the cumulative GPA does not meet the standards in 10.00.
- 10.52 **Definition of Suspension** - Suspension is separation from active student status (applies to both full-time and part-time status) at the College and may include terms which must be met before the student can apply for readmission.
- 10.53 **Notification of Suspension** - The vice president for academic affairs will notify the student in writing.
- 10.54 **Appeal of Suspension** - A student may appeal a decision of suspension in writing to the dean of their school within the time limits stated in their notification.
- 10.59 **President's List** - Matriculated students achieving a semester average of 4.0 with no failing grades, incomplete or "U" grades will be named to the President's List.
- 10.60 **Dean's List** - Matriculated students achieving a semester average of 3.50 to 3.99, with no "F", incomplete or "U" grades will be named to the Dean's List. Matriculated students achieving an average of 3.00 to 3.49 with no "F", incomplete or "U" grades will be named to the Dean's Honorable Mention List.
- 10.70 **Honors** - Students who earn the necessary cumulative GPA and who meet the requirements stated in 10.80/10.81/10.82 are Honors Students. Graduation honors are awarded upon completion of the final semester and include Cum Laude, Magna Cum Laude and Summa Cum Laude are honors designations. For purposes of the Commencement Ceremony a preliminary determination is made for graduation honors based on student performance in the semester preceding the ceremony.
- 10.80 **Cum Laude** - A student whose GPA is 3.25 - 3.49 at the time of graduation.
- 10.81 **Magna Cum Laude** - A student whose GPA is 3.50 - 3.89 at the time of graduation.
- 10.82 **Summa Cum Laude** - A student whose GPA is a 3.9 or above at the time of graduation.
- 10.90 Eligibility for Student Athlete Participation in Collegiate Athletics

- At conclusion of the first semester student athletes must pass 12 hours with a minimum 1.50 GPA.
- At the conclusion of the second semester student athletes must have passed 24 hours with a minimum 1.75 GPA.
- At the conclusion of the third semester student athletes must have passed 36 hours with a minimum 1.90 GPA.
- For all remaining semesters the student athletes must pass an additional 12 hours and maintain an overall GPA of 2.00 or higher.
- Transfer credits may be counted for overall credits accumulated; however, transfer grade may not be calculated into the GPA.
- Transfer student athletes that are deemed eligible at their previous institution (per NCAA requirement) will be eligible to compete immediately at SUNY Cobleskill. Upon completion of the first semester at SUNY Cobleskill, the student athlete must meet all of SUNY Cobleskill's institutional athletic eligibility standards in order to continue to compete.

## **SECTION K - GRADUATION REQUIREMENTS**

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

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

A student may move into a later catalog year if it is advantageous for the student's degree completion to do so.

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

Students must seek guidance from their academic advisor before considering changing their catalog year. An approved Change of Status must be submitted to the Registrar's office.

### **11.00a Dual Degrees**

A student may earn two bachelor degrees (BT, BS, BBA) or one bachelor degree and one associates degree (A.A.S., AS, AA, AOS), or two associates degrees simultaneously<sup>1</sup>. The following restrictions apply:

1. For two associate degrees, at least 30 credits of the major in the first degree must not be contained in the program plan of the major in the second degree (this includes both major courses and required cognate courses). For an associate degree and a bachelor degree or two bachelor degrees, at least 30 credits of the major in the primary degree must not be contained in the program plan of the major in the secondary degree (this includes both major courses and required cognate courses). Beyond 30 major credits not in common, all other courses applied to the primary degree may be applied to the secondary degree. Simply stated, there must be, at minimum, a 30-credit difference between the majors of the associate degree and bachelor degree or two bachelor degrees.

2. The student must complete the college-wide requirements associated with each degree. The primary difference between degrees relates to the minimum number of liberal arts credits required (AAS degree, 20 credits. AS degree, 30 credits, AA degree, 45 credits, AOS (credits per program requirements), BT and BBA degree 30 credits, BS degree, 60 credits.) The number of liberal arts credits will be determined by both program requirements, if equal, or the greater of the two.
3. To apply for a secondary degree, students must meet the minimum grade requirements required by each degree.

For example, a student is enrolled in a BS in Early Childhood Studies along with a BT in Therapeutic Horsemanship. If they were taking the course PSYC 300, it would fulfill the requirements for Therapeutic Horsemanship with a D or better. If the student wanted to use this course towards their degree in Early Childhood Studies, it would not fulfill as a major field requirement since a minimum grade of C is needed. If they received a D in the course and wanted it to count towards their Early Childhood degree, they would need to retake the course and earn with a C or better.

*<sup>1</sup>Students should be fully aware of any financial aid implications and program/credentialing restrictions before selecting a second degree.*

- 11.00b 1) Students may drop their secondary degree or major prior to graduation application with no financial aid implications.
- 2) Students may change the secondary degree or major prior to graduation application with no financial aid implications.
- 3) Students may change their primary degree prior to graduation application. If a student changes their primary degree, it will automatically drop their secondary degree or major, and they will have to reapply for a secondary degree or major. Students should be fully aware of any financial aid implications and program/credentialing restrictions before changing their primary degree.

11.01 **Associate Degree Requirements** - To qualify for the A.A., A.S., A.A.S. or A.O.S. degree, the candidate must complete the minimum credits, must meet the course and distributive requirements of their program, must earn a minimum cumulative GPA of 2.00, and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward the credits needed for graduation. All students must have successfully completed a minimum of 3 credits of coursework designated as “applied learning” to meet their degree requirements. Specific program/degree requirements should be obtained through the Registrar’s Office. One bachelor degree and one associate degree or two associate degrees can be earned in the same semester.

11.02 **Bachelor Degree Requirements** - To qualify for the BBA, BT, BS degree, the candidate must complete the minimum number of credits, must meet the course and distributive requirements

of their program, must earn a minimum cumulative GPA of 2.00 and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward the credits needed for graduation. All students must have successfully completed a minimum of 3 credits of coursework designated as “applied learning” to meet their degree requirements. Specific program/degree requirements should be obtained through the Registrar’s office. Two bachelor degrees or one bachelor degree and one associate degree can be awarded in the same semester.

**11.03 Bachelor Degree Internship** - The Internship is intended to advance student competence in their chosen field of study through practical application of academic knowledge in a relevant real-world setting. The internship involves performing the duties of a faculty supervisor approved internship location in their field in order to enhance the educational experience by providing students an opportunity to explore a specific career path. The Bachelor degree internship procedure and timeline is available through the Student Success Center or in the office of the school of study.

**11.04 Mathematics Competency** - Mathematics competency is required of all A.A., A.S., A.A.S. and Bachelor degree candidates. The requirement can be satisfied by any one of the following:

1. The student having been placed into MATH 101 and passing the course with a C- (at least 69.5% average) or higher. **Note:** Passing MATH 101 with at least a C- **SATISFIES** the Mathematics Competency requirement, but **DOES NOT SATISFY** a mathematics requirement which may be necessary in the student’s degree program.
2. The student achieving at least a 75 on the New York State Course III or MATH B Regents.
3. The student passing college-level mathematics course (a MATH course having at least 3 credits and a number of 103 or higher).
4. The Registrar granting three or more transfer credits in mathematics.
5. The Registrar accepting Advanced Placement credit in mathematics (a score of 3 or higher).

**11.05 Business Administration and Information Technologies Program Academic Policy** To qualify for the A.S., A.A.S., or Bachelors degree in the Business Administration or Information Technologies program, candidates must complete, with a minimum cumulative GPA of 2.00, all required and elective courses bearing the major field course prefixes.

**11.06 Early Childhood Programs Academic Policy** - To qualify for the A.A.S., A.S. or BS degree in Early Childhood, candidates must earn a grade of “C” or better in all major field requirements. Courses with "C-," "D", “D+” or "F" grades must be repeated at the first available opportunity.

**11.07 Agriculture and Food Management Department Policy** - To qualify for the A.A.S or A.O.S. degree in any culinary program, candidates must complete all required and elective courses with prefixes of CAHT, and MKHT with a minimum GPA of 2.00.

- 11.12 **Financial Obligations** - All financial obligations must be met before a diploma is issued to the student.
- 11.13 **Courses with 290 Suffix** - No more than a total of four (4) credits in 290/390 courses will be accepted toward Associate degree requirements.
- 11.14 **Courses with 390 Suffix** - No more than a total of six (6) credits in 290/390 courses will be accepted toward a Bachelors degree.
- 11.15 **Refusal of Credits (See 2.06)**
- 11.16 **Time Limit to Meet Full-time Degree Requirements** - Degree requirements are determined by the catalog under which the student is initially matriculated and remain in force if the student maintains continuous matriculation. A student who discontinues enrollment for one year or more without being granted an official leave of absence, may apply for readmission and then fulfill the degree requirements in effect at that time. If the student does not apply for readmission, there is a time limit of two years in which to complete the remaining requirements from initial matriculation.
- 11.1 **Liberal Arts and Sciences Requirements: A.A.S. Degree** - Candidates for the A.A.S. degree must earn 22 credits in liberal arts and sciences and should follow the requirements as determined by the department or school.
- 11.18 **Removed - Liberal Arts and Sciences Requirements: Bachelor's Degree**  
Candidates for the BT and BBA degree must earn 34 credits in liberal arts and science and follow the requirements as determined by the department or school. Candidates for the BS degree must earn 60 to 65 credits in liberal arts and science and follow the requirements as determined by the department or school.
- 11.19 **Participation in Graduation Ceremony** - All candidates who apply and are certified as enrolled in course work to meet all degree requirements identified for graduation by the registrar may participate in the graduation ceremony. A candidate for May graduation is an associate degree student who will have completed all course requirements in their area or a Bachelor degree student who will have completed all course requirements. The only exceptions will be for Bachelor's degree students missing a summer degree internship or for students in an associate degree program which, by design, requires a summer internship.

Students who have met all degree requirements the previous summer or fall semesters prior to May graduation must also apply for graduation and indicate their intention to participate in the May graduation ceremony. Disclaimers will be printed in the graduation program, indicating names listed are of candidates for the degree, subject to certification of having met all degree requirements. Certification of those degree requirements will be completed by June 1. Diplomas

will be mailed to all successful graduates who have applied for graduation. (Effective Fall 2011 - approved 3/11)

- 11.20 Students are required to apply for graduation in the semester prior to the anticipated degree completion. Students must apply no later than April 15th for December or August degree completion and November 15th for May degree completion. Students who do not apply will not be allowed to participate in the graduation ceremony (see 1.19) (Effective Fall 2011 - approved 3/11)

## **SECTION L - AWARDING OF DEGREES**

- 12.02 **Degrees Awarded Posthumously** - Under certain circumstances, when a student enrolled in the final year of study has completed 75% or more of their degree requirements before passing, a degree may be awarded posthumously. The request to award a degree posthumously may be made to a member of the President's Cabinet who puts forward a recommendation to the President. The President will notify both the family of the student and the Registrar's Office of the decision to award a degree posthumously.

The student's family will be invited to receive the degree at the Graduation Ceremony held in May, or the degree will be mailed to the family once awarded, depending on the family's wishes. The student will be honored in memoriam in the commencement program.

Documents commemorating conferral of the degree will be inclusive of the statement "Graduated in Memoriam" with the degree and the date of conferral on the transcript. A diploma will include the language "Degree Awarded in Memoriam".

## **SECTION M - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

- 13.00 **FERPA** – The Act protects the privacy of student records by requiring institutions limit disclosure of student academic information to third parties.
- 13.10 **Right to Review** – Students have the right under FERPA to request inspection of records, and if warranted, request any portion of the record be corrected if found to be incorrectly reported. Requests should be submitted in writing to the Office of the Registrar by the student. While FERPA provides students with the right to challenge the accuracy of their educational records, it does not permit students to challenge grades or other evaluations of academic performance (see also Grade Appeal 6.20).
- 13.20 **Initiation of FERPA** – A student is protected under FERPA when an academic record begins for the student. At Cobleskill when a student sits in their first class, FERPA protections begin. Protection is provided regardless of age.

- 13.30 **Consent for Release of Records** – Cobleskill requires students give consent for release of academic record to any third person. A student provides this release in one of two ways 1) by completing a records request form so the academic transcript can be sent to a third person or 2) by completing the FERPA Student Records Access Authorization Form specifying a third person who may access the student record. Either form should be submitted to the Office of the Registrar.
- 13.50 **Directory Information** – Institutions may designate certain student information as ‘directory information’ which is allowable under FERPA to be released to a third party without prior consent of the student. At Cobleskill directory information is limited to the following: Full Name, Campus or Local Address, Local Telephone Number, Home Address, Major, Department, Dates of Attendance, Dates of Graduation, Degree Awarded, Awards, Full-time/ Part-time Status, Date of Birth, Email Address and Photos or Video Footage. Students may object to release of Directory Information and have the information withheld by filing a FERPA Confidentiality Directory Exclusion Request and submit the document to the Office of the Registrar. The form must be submitted within the first 14 days of the term to ensure exclusion of directory information can be met. It is the students responsibility to revoke exclusion whether a current or former student of Cobleskill.
- 13.60 **Annual FERPA Announcement Inclusive of Directory Information** – Each year, as required under the protections of FERPA, annual notice is provided to every student in attendance at Cobleskill. The official notification is published via the web, in the academic planner referred to as ‘On the Hill’ and during informational sessions students and prospective students are invited to attend.
- 13.70 **Emergencies** – If a health or safety emergency exists specific personally identifiable information on students may be disclosed to appropriate parties by a SUNY Cobleskill officials. FERPA empowers school officials to act quickly and decisively when emergencies and natural or man-made disasters exist. FERPA is not an obstacle to a swift response when emergencies are present.
- 13.80 **Violations of FERPA** – Students who feel the institution is in violation of FERPA should contact the Registrar directly for assistance in resolution of any perceived violation or clarification of FERPA policy. It is the right of the student to file a complaint with the U.S. Department of Education concerning alleged failures by the State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.