

THE ACADEMIC CODE

2019-2020

SUNY Schenectady County Community College
2019-20 Academic Code

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**THE ACADEMIC CODE OF
SCHENECTADY COUNTY COMMUNITY COLLEGE**

PREAMBLE

The Academic Code expresses those requirements and procedures established by action of the **Academic Senate** to implement the educational programs of the College.

Statements of policy and definitions within the main body of this Code shall appear with the same wording when used in those sections of the College Catalog or the Student Handbook where Academic Policies are officially stated. In cases where supplemental statements are made to introduce a policy, the official policy statement shall be clearly distinguished from the commentary.

Individuals may petition the Vice President of Academic Affairs when they believe a provision of the Academic Code should be put aside in their particular circumstance.

Academic Freedom Statement

Academic freedom is the freedom to teach, both inside and outside the classroom, to conduct research and other scholarly or creative activities, and to publish or otherwise disseminate the results. Full-time and Part-time Faculty and Professional Staff are entitled to this full freedom, as it pertains to their areas of expertise and as it relates to their disciplines. This freedom applies equally to assigned course material, recommended course material, library material, invited speakers, the fine arts, and the performing arts. Academic freedom also encompasses the freedom to address any matter of institutional policy or action, whether or not as a member of the institutional governance.

Full-time and Part-time faculty and Professional Staff have the freedom to address the larger community with regard to any social, political, economic, or other interest. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution.

The freedoms enumerated in this statement apply within institutional discipline or restraint.

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1.0 ADMISSIONS

1.1 Full Opportunity

Schenectady County Community College participates in the Full Opportunity Program of the State University of New York. Under this plan, Schenectady County Community College guarantees open admission to all applicants who reside in Schenectady County who graduated from high school within the prior year and to applicants who were released from active duty with the Armed Forces of the United States within the prior year. Additionally, the College admits previous high school graduates and residents of other counties who can profit from its programs and services, to the limits of the College's capacity, and subject to compliance with any deadlines or requirements established by the College in its admissions procedures. The College admits students with a wide variety of academic backgrounds. The College seeks to evaluate each student as an individual and to provide appropriate courses and services through testing; advisement; developmental courses in reading, writing and mathematics; tutoring services; and the Learning Center, Mathematics Lab, and the TRIO and EOP programs. It does not claim to guarantee academic success. It can only provide the full opportunity for academic success. Furthermore, admission under the Full Opportunity Program does not guarantee students that they will be able to complete the curriculum to which they applied in two years of full-time study. Applicants entering in the spring or summer semesters and those needing to complete prerequisite courses may require five or more semesters to complete degree requirements. Schenectady County Community College participates in the Full Opportunity Program of the State University of New York. Under this plan, Schenectady County Community College guarantees open admission to all applicants who reside in Schenectady County who graduated from high school within the prior year and to applicants who were released from active duty with the Armed Forces of the United States within the prior year. Additionally, the College admits previous high school graduates and residents of other counties who can profit from its programs and services, to the limits of the College's capacity, and subject to compliance with any deadlines of requirements established by the College in its admissions procedures.

1.2 Admissions Requirements

Applicants for degree or certificate programs must possess a high school diploma or its equivalent and meet any additional requirements specified in the College Catalog.

1.2.1 Those applicants who have been accepted and have not met the admission prerequisites of the program for which they have applied will be notified as to the effect this will have on their prescribed program of study.

1.3 Early Admissions

High School students may be admitted to the College under the College's established Early Admission Program that is in accordance with the State Education Department Guidelines specified in the College Catalog.

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2.0 STUDENT CLASSIFICATION

2.1 Matriculated

Individuals who have been formally admitted to a degree or certificate program of the College under standard College and State University of New York admissions procedures, who have completed the placement tests in basic skills administered by the College, and who continue to pursue their program successfully, have matriculated status in that program.

- 2.1.1 Individuals are eligible for matriculation if they are at least eighteen years of age or if they hold a high school diploma or its equivalent. High school students are eligible for matriculation subject to the limitations of the Early Admission Program.
- 2.1.2 Only matriculated students are eligible for a degree or certificate from the College.
- 2.1.3 The College is committed to providing academic advisement to all matriculated students.
- 2.1.4 The placement tests in reading, writing and/or mathematics skills must be completed prior to the first day of classes of the term in which the student is matriculated. The results will determine appropriate placement in English and mathematics courses.

English test exemptions from reading and writing placement tests are for students who:

- 1. achieved a score of 75 or better on the ELA (English Language Assessment) Regents exam;
- 2. have presented evidence of transferable credit for ENG 123;
- 3. have scored 450 on the SAT (Scholastic Aptitude Test) in Writing; OR
- 4. have a score of at least 18 on the verbal ACT (American College Testing).

Mathematics placement test exemptions are for students who:

- 1. graduated within 5 years and have achieved a score of 75 or above on the Integrated Algebra Regents;
- 2. have presented evidence of transferable credit for college level mathematics;
- 3. have scored 440 on the SAT in Mathematics; OR
- 4. have a score of at least 18 on the mathematics section of the ACT.

An individual may submit a written request for a re-test on the placement test (for the current semester) within 14 days of the original testing based on any one of the following criteria:

Illness or injury made known to the test administrator during the test.

Previously undisclosed documented disability (re-test in the ADA Transition Office).

Irregularity in test situation made known to the test administrator at the time of the test.

The request will be reviewed by the Assistant Vice President of Academic Affairs. The individual will be notified in writing of the decision within seven days.

Any individual may re-test for admission during scheduled testing for any subsequent semester. Otherwise, placement test scores of high school graduates and HSE (High School Equivalency) recipients are valid for three years from the date of testing.

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2.2 Non-Matriculated

Individuals enrolled in a course or courses who have not been formally accepted in a degree or certificate program, or who have had their matriculation terminated for any reason are non-matriculated students.

2.3 Full-Time and Part-Time

A student is considered to be a full-time student if enrolled in a minimum of 12 semester credit hours in day or evening courses, including any taken through cross-registration agreements during a semester. A student is considered to be a part-time student if enrolled in less than 12 semester credit hours during a semester.

2.3.1 Students are classified as having full-time or part-time status on the basis of their current load.

2.3.2 Distance learning courses taken at SUNY SCHENECTADY are counted toward a student's full- or part-time enrollment status. Students registered for distance learning courses are subject to all regulations of the Academic Code.

2.4 Academic Leave

Matriculated students in good academic standing who find it necessary to interrupt their program of study at the College are automatically granted an Academic Leave for a period not to exceed two semesters. Such students maintain their matriculated status and, upon return, may choose to pursue program requirements in effect at the time of their matriculation provided that the College continues to offer those courses and/or that program.

2.4.1 Course work completed while on Academic Leave is subject to the policies and procedures governing non-residence credit (see Section 5).

2.4.2 Students who fail to register for the first semester after the Academic Leave has expired will have their matriculation suspended. Such students will, on return, be required to reactivate their status as a matriculated student and complete the program requirements in place at the time of their reactivation.

3.0 ADVISEMENT/ REGISTRATION

3.1 Academic Advisement

The goal of academic advising is to assist students in planning academic programs consistent with their degree and/or career objectives. The academic advisement team is responsible for providing students with adequate information and for being accessible; however, each student is responsible for decisions related to satisfying certificate and/or degree requirements.

3.1.1 Academic advisement is available to all students and is provided by professional advisors in the Advisement Center in collaboration with the Deans, faculty, and the Registrar's Office.

3.1.2 Following acceptance into a program, each student is assigned to a professional advisor in the Advisement Center. This assignment is intended to be continuous throughout the student's college career with changes only made in limited circumstances.

3.1.2.1 All Music students are advised by the School of Music Dean and faculty.

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3.1.3 Each matriculated student is expected to arrange at least one meeting every semester with their academic advisor for purposes of course and program planning, class scheduling assistance, and individual consultation. Subsequent to a student's first semester, advisors will provide matriculated students an advisor PIN and/or signature for each Fall and Spring registration.

3.2 Registration for Classes

Registration for classes is conducted as described on the College website and in College publications.

3.3 Cross Registration

Matriculated students may cross register for courses offered at participating colleges and universities, as listed in the College Catalog. There are multiple cross registration agreements. Approval must be granted by the Registrar and, depending on the cross registration program, the Provost.

- 1) Students must have earned at least 12 credits at SUNY Schenectady with a 2.0 GPA to be eligible for cross-registration.
- 2) Enrollment restrictions are based on the cross registration agreement SUNY Schenectady has with other colleges, specific need to enroll in the class, and course availability.
- 3) Students may cross register only during the Fall and Spring semesters.
- 4) Cross registered courses are considered resident credit and are entered as such on the student's permanent record.
- 5) The student must take the course for a letter grade unless the only option offered by the institution is Pass/Fail.
- 6) The student is responsible for notifying both campuses when dropping/withdrawing from a cross registered course. Failure to do so may result in an academic F grade from the host institution.

3.4 Late Registration, Registration Modifications

3.4.1 The Late Registration, Add/Drop period for continuing, returning and non-matriculated students for all regular start classes will not exceed one week from the first day of classes in a semester (refer to official Academic Calendar). During this period, students may register for open courses and may modify a previous registration by adding or dropping courses.

3.4.2 During the second week of a semester, a student may drop a course from his/her schedule. The student is encouraged to discuss this action with the course instructor(s).

3.4.3 During the second week of a semester, a student may add a course(s) to his/her schedule with the approval of the course instructor(s). This approval is based on an assessment of the student's ability and acceptance of responsibility to complete course requirements.

3.4.4 Late Start classes will follow the same add/drop schedule as described in Section 3.4.1 through 3.4.3 in respective week one and two.

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- 3.4.5 For courses offered in a shorter part of term, the following deadlines apply. The Registrar will determine dates for any terms not included in the table below.

Number of Weeks in Term	Days to Add without Instructor's	Additional Days to Add with Instructor's Signature	Days to Drop
Five week	2	2	4
Six week	2	2	4
Seven	3	2	5
Eight	3	2	5

- 3.4.6 Students who withdraw from a course starting at the beginning of the term may not add the same course offered as a Late Start course.
- 3.4.7 Extenuating circumstances may warrant other registration modifications and will be considered individually. Such modifications require the written approval of the Vice President of Academic Affairs/Provost and will be based on the recommendation of a Division Dean in conjunction with the course instructor(s).

3.5 Limitations on Course Loads

A student may register for no more than a total of 19 semester credit hours (including day, evening and/or cross-registered courses) during either the Fall or the Spring Semester.

3.5.1 Summer/Special Sessions

During summer/special sessions of 12 weeks or less in duration, a student shall be limited to enrollment in courses generating credits at the rate of 1.3 credit hours per week (10 credit hours maximum) of the session.

3.5.2 Exceptions

A matriculated student, who has completed 12 or more semester credit hours in residence with a cumulative grade point average of 3.0 or higher, may request an exception of up to 3 credit hours in the fall or spring only to the above limitation. The request must be: (1) signed by an academic advisor, (2) confirmed by the Registrar's Office regarding the student record requirements, and (3) approved by the Vice President of Academic Affairs.

3.6 Auditing

3.6.1 Registration

A student may register as a paid auditor only during late registration period, as indicated in the Academic Calendar, on a space-available basis. Distance learning courses are available for audit only with the permission of the instructor.

State and County residents 60 years or older may register for a "Senior Citizen Audit," without a fee or tuition, only during the late registration period as indicated in the Academic Calendar, on a space available basis. Distance learning courses are not available for "Senior Citizen Audit."

Not all courses are available for audit.

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3.6.2 Participation

An auditor need not participate in class activities, take tests, or submit homework assignments. The degree to which the auditor may do these things is to be determined by the instructor.

3.6.3 Recording of Grades

All courses audited will be recorded on a student's transcript as audits. However, if an auditor ceases to attend class without withdrawing from the class, the instructor may indicate that a grade of NR be recorded.

3.7 Waiver of Program Requirement

The waiver of a specific program requirement will be considered on an individual basis by the academic division responsible for the degree or certificate program. Such a waiver must maintain the goals of the program as well as the policies/requirements of the institution, SUNY, and SED.

3.7.1 The waiver of a course requirement does not decrease the number of credit hours required for graduation from a program, and a substitute course is subject to written approval by the corresponding Division Dean. An exception to this rule will be granted to students who meet the FYS waiver criteria in 3.7.2 of the Academic Code. A minimum of 60 credits will still be required for graduation in all Associate's level programs.

3.7.2 FYS Waiver

A waiver of the FYS requirement will be considered on two occasions:

1. For transfer students who have successfully completed 12 or more transfer credits with a minimum cumulative GPA of a 2.0 at another institution.
2. For students who were matriculated at SUNY SCHENECTADY prior to 9/2014 and have already completed 12 credits with a minimum cumulative GPA of a 2.0.

3.8 Incomplete Courses

Course requirements are expected to be met within the time limits established for the term. An instructor may grant a student an extension not to exceed 60 days from the last day that final grades for the term are due. The temporary grade of I implies that the student has successfully completed a significant portion of the course and that extenuating circumstances have prohibited completion within the established time limits.

3.8.1 A temporary grade of I is automatically converted to a grade of F after 60 days from the date that final grades were due for the term in which the course was offered, if not otherwise changed by the instructor.

3.9 Repeating a Course

A student may repeat a course twice, with no additional credit earned. Only the highest grade will be used in all future cumulative grade point average computations; however,

all grades will be retained on the transcript. Once the highest possible grade has been achieved, a student may not repeat the course.

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3.10 Withdrawal

The withdrawal period begins with the third week of classes and extends through the end of the **eleventh week** of classes (specific dates identified in the Academic Calendar). A student may withdraw from a course(s) during this period and a grade of "W" will be assigned.

3.10.1 The student is responsible for completing and submitting the withdrawal form to the Registrar's Office within the stated period. The student is encouraged to discuss this action with his or her instructor and academic advisor. The student is responsible for determining how this withdrawal may affect his or her financial aid and academic status.

3.10.2 For courses offered in a summer session or in any special time frame, an equivalent withdrawal period will be determined by the Registrar.

3.10.3 A student who does not withdraw from a course will receive the academic grade earned at the completion of that term.

3.10.4 A student who intends to withdraw from all courses and is unable to complete the process in person may submit a withdrawal request in writing to the Registrar's Office within the withdrawal period.

3.11 Certification of Status

The Registrar's Office shall certify a student's status to external agencies in terms of the definitions established by those agencies.

3.11.1 External agencies which do not establish their own definitions of student status shall have the definitions reported in terms established by vote of the Academic Senate. Such definitions will be consistent with other College policies and definitions.

3.12 Prerequisite Failure

Students who have registered for a course and fail the prerequisite for said course will automatically have the course dropped from their schedule. Notification of this change in schedule will be sent to students by the Registrar's Office.

3.13 Military Obligations

Enrolled students called to military service during the semester are required to provide the Registrar documentation verifying their service in order to receive military-related academic accommodations. Students must also provide documentation to the instructor of record for each course impacted by the military service when cases do not involve a drop or withdrawal. The documentation must be in the form of military orders (for mobilization, deployment, permanent change of station, and temporary duty assignment) or a formal written communication from the student's military commander or supervisor (for drill and/or training.) This documentation is to be submitted within one week of its receipt, if feasible. Students should meet with SUNY SCHENECTADY's Certifying Official prior to filing any paperwork regarding their military accommodations in grading to get further details of the implications of their decision(s).

As indicated in the table below, each form of military service allows for different semester grading accommodations for the service member depending upon the particular circumstances. Accommodations will be designed in such a way to ensure that the essential elements of the course and curriculum are not compromised and the academic standards or integrity of the course are not weakened.

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Form of Military Service	Grading Accommodation ¹
Mobilization	1, 2, or 3
Deployment	1,2, or 3
Permanent Change of Station	1 or 3
Temporary Duty Assignment	1, 2, 3, or 4
Drill and/or Training	2, 3, or 4

¹See description of accommodations at bottom of page.

Military dependents who reside with the service member ordered to a permanent change of station are eligible for the grading accommodations associated with that military order. However, to be considered for such accommodations, they must provide the Registrar a copy of the military member's orders. In addition, military dependents should meet with SUNY SCHENECTADY's Certifying Official prior to filing any paperwork regarding their military grading accommodations to get further details of the implications of their decision(s).

Grading Accommodation 1

If the student leaves at any time during the semester and elects to receive a full tuition refund, no notation of courses or grades will be recorded on the student's transcript.

Grading Accommodation 2

If the student has successfully completed a significant portion of the course and elects to receive an "I" (Incomplete), the conversion of an "I" to "F" will be suspended. The "I" will remain on the transcript one year after the student returns from-military service and then converts to a MW if not completed. This option requires a collaborative agreement between student and faculty member(s). Incompletes may be extended in the event of the student's return to military obligations.

Grading Accommodation 3

If the student leaves at a point in the semester after which a significant amount of work has been completed, the student may request the assignment of a grade for work completed. This option requires a collaborative agreement between student and faculty member(s).

Grading Accommodation 4

Within the current semester, make up of missed work, quizzes, tests and/or exams may be permitted for each course in which the student is enrolled if the instructor of record considers the length of absence reasonable for the type and structure of that course. The student and instructor should create and sign a contract which includes the timeline required for completion of missed work and other assessments.

Modification of 7.1.2-

The grades of:

- I - Incomplete
- W - Withdrawal
- AW - Administrative Withdrawal
- MW - Military Withdrawal
- AU - Audit
- CR - Credit for previous experience of by examination
- T - External transfer

Are assigned as previously defined in the Academic Code and have no effect on a student's grade-point average.

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4.0 RESIDENCE CREDIT

4.0.1 Residence credit is obtained by registering for and successfully completing credit-bearing courses offered by the College.

4.0.2 Residence credit may also be obtained through participation in the College's cross registration program as outlined in Section 3.3.

4.0.3 Residence credit may also be obtained by registering for and successfully completing distance learning courses offered by SUNY SCHENECTADY.

4.1 Residence Requirements - Associate Degree

At least 30 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for an Associate degree.

4.1.1 Residence Requirements - Certificate

At least 15 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for a certificate.

4.2 Change of Program/Matriculation Status

When students change a program, establish matriculation after having taken courses while non-matriculated, reactivate, or reestablish matriculation through readmission, all credits (both residence and non-residence) are reevaluated by the Registrar's Office in consultation with the Division Dean and in accordance with the requirements of the new program if a need for reevaluation is requested or indicated by an advisor. This reevaluation will not change the student's grade-point average.

5.0 NON-RESIDENCE CREDIT

5.0.1 Non-residence credit is defined as credit earned at other academic institutions or certain non-collegiate organizations (see Section 5.2.3), and as credit earned by examination or for previous experience.

5.0.2 Non-residence credit does not generate grade-points for the purpose of calculating grade-point averages.

5.0.3 The total amount of non-residence credit awarded cannot exceed the limits established under Sections 4.1.

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5.1 External Transfer

Transfer credits may be accepted for course work taken at other academic institutions, by correspondence or through distance learning, if approved by the Division Dean. Any coursework older than 10 years will transfer only at the discretion of the Division Dean.

- 5.1.1 Courses of equivalent quality and content taken at recognized institutions of higher learning accredited by one of the Regional Accrediting Bodies (e.g., Middle States) shall be accepted if passed with a grade of C (2.00) or better, if such courses are applicable to the student's degree program. Such courses passed with a C-, D+, D, or D- may be approved at the discretion of the Division Dean.
- 5.1.2 Courses taken at institutions of higher learning lacking such regional accreditation (including degree-granting proprietary institutions) may be accepted if passed with a grade of C (2.00) or better if such courses are applicable to the student's degree program and are equivalent content and quality as determined by the Division Dean.
- 5.1.3 Transfer credits may be awarded by the Vice President of Academic Affairs upon recommendation of the Division Dean for course work taken in certain non-collegiate organizations (including non-degree granting proprietary institutions) when published guides are available to evaluate such course work, and the Academic Senate has approved the use of the guides.

5.2 Credit by Examination

Matriculated students may earn credit by examination for individual courses required in their program of study. Credit by examination may be awarded for a passing grade on an externally published proficiency examination or an internally developed challenge examination.

- 5.2.1 Credit related to externally published proficiency examinations is subject to the approval of the Division Dean, and is based on the examination covering the content of the course offered by the College, applicability to the student's program of study, and a passing grade as reported by the external agency. A passing grade is defined as a C (2.00) or better on the CPE examination, a 3 or better on an AP examination, and the American Council on Education recommended score or higher on a CLEP or DSST examination. The applicable exams and minimum acceptable scores are listed in the Advisement Guide section of the SUNY SCHENECTADY Faculty Handbook.
- 5.2.2 The availability of internally developed challenge examinations for selected courses is determined by individual academic divisions. The challenge examination is representative in content and emphasis of the course outline, and normally is prepared and graded by the faculty member(s) normally responsible for teaching the course. A passing grade is the equivalent of a C (2.00) or better. The challenge examination request, including a justification statement, must be submitted prior to the end of the seventh week of the student's final semester preceding graduation. The request must be approved by the faculty member, the Division Dean, and the Vice President of Academic Affairs (application available from the Registrar's Office), and the test administration fee paid prior to the administration of the challenge examinations. The results of the examination indicating the basis for the awarding of credit are reported to the Registrar's Office.
- 5.2.3 Credit earned by examination is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned by examination will be recorded as "credit" (CR) on transcripts, and will have no effect on a student's grade-point average. Students must accumulate 12 or more semester hours of residence credit before credit by examination is noted on transcripts.

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5.3 Credit for Previous Experience

Matriculated students may earn credit based on previous experience for individual courses required in their program of study. To initiate the process, the student should petition the division responsible for the specific course(s), listing each course and a brief statement justifying its consideration. A faculty review committee, appointed by the Division Dean, will evaluate the student's proficiencies and make recommendations for credit. The student will be expected to demonstrate proficiencies equal to the performance standards of the course outline. The committee may recommend credit, no credit, or recommend credit contingent upon further demonstration of student proficiencies. The recommendation for credit must be approved by the Division Dean and the Vice President of Academic Affairs.

Credit earned for previous experience is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned for previous experience will be recorded as "credit" (CR) on transcripts, and will have no effect on a student's grade-point average. Students must accumulate 12 or more semester hours of residence credit and pay a processing fee before credit for experience is noted on transcripts.

6.0 CLASSROOM EXPECTATIONS

6.0.1 The Right to Learn

The professor in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

6.0.2 Use of Electronic Devices in the classroom and other campus facilities

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment may be prohibited by the instructor. Any use of technology that promotes dishonesty or illegal activities is prohibited. Professional staff members in charge of academic facilities may also make rules concerning appropriate use of electronic devices. Consistent with College policy, it is the course instructor or the professional staff member who determines whether such usage is inappropriate.

6.0.3 Academic Complaint Procedures

A student wishing to file a complaint regarding an academic matter must begin the following process within six months after the end of the semester in which the grade for the course was issued:

- a. Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then
- b. Consult with the appropriate Division Dean. The Dean will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then
- c. Appeal in writing to the Vice President of Academic Affairs. The written appeal, detailing both the complaint and the results of their consultations with the instructor and with the Division Dean, should be delivered to the office of the Vice President of Academic Affairs. An appointment for consultation with the Vice President may be scheduled at that time. The

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faculty member involved will be notified that the student has appealed to the Vice President of Academic Affairs, and be given a copy of the student's written appeal.

- d. Student complaints along with their resolutions will be filed in the Office of Academic Affairs. The Provost's Council will review the complaints on an annual basis to determine if a pattern exists and will make a recommendation for changes to policies and/or procedures, if deemed appropriate.

Within 15 days of notification via memo from the Vice President, the faculty member may choose to provide a written reply which shall be considered in the disposition of the complaint. The faculty member may also schedule an appointment to consult with the Vice President of Academic Affairs.

Determinations and dispositions of complaints will be made by the Vice President of Academic Affairs of Schenectady County Community College within 30 days of receipt of the written complaint. The Vice President will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

6.1 Course Requirements

Students will be provided a syllabus by their individual instructors during the first class session. This statement shall include the approved Student Learning Outcomes, a grading policy stating the relative weighting of the course requirements, and attendance-related policies used in determining the student's final grade. If an instructor will not be using the full range of letter grades provided in section 7.1 this shall be put in writing in the statement of the course requirements.

- 6.1.1 Students are responsible for meeting course prerequisites and for promptly equipping themselves with such texts or materials as may be required for the course.
- 6.1.2 Instructors shall adhere to the course content as approved by the Academic Senate and reflected in the course outline supplied by the division responsible for the course.
- 6.1.3 All students must do their own work; cheating, plagiarism and other forms of academic dishonesty can result in a failing grade or another penalty as set forth in the code of conduct. Plagiarism is representing another person's work or ideas from any source as one's own without attributing credit.

6.2 Academic Integrity

- 6.2.1 Academic integrity is the foundation of institutions of higher learning, and students will act in accordance with the academic integrity guidelines of the College. The following guidelines apply to all courses offered by the College.
 - a. Each student's work will be her/his own work.
 - b. Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas.
 - c. Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations.

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- d. Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted.
- e. Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor.
- f. Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration.
- g. Each student will submit her/his work to only one instructor, unless she/he has the prior approval of all instructors involved.
- h. Students will represent data and sources appropriately and honestly.

6.2.2 Violations of Academic Integrity

Violations of academic integrity include, but are not limited to:

- A. Plagiarism: The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to:
 - i. Quoting, paraphrasing, or summarizing another's work without appropriately acknowledging the source.
 - ii. Using another's research without acknowledging the source.
 - iii. Submitting another's paper, purchased or otherwise obtained, as one's own.
- B. Cheating on Examinations: Looking at another's work, using or bringing materials not permitted by the instructor during the exam, communicating with another student, receiving any kind of assistance including but not limited to assistance from electronic devices, during an examination, and obtaining or disseminating the content of an examination prior to its distribution by the instructor.
- C. Multiple Submission: Submitting any work, even one's own, to more than one instructor, without the permission of those instructors.
- D. Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's exam.
- E. Fabrication: Falsifying or inventing information in any situation, including but not limited to data for lab or researched project.

6.2.3 Consequences of Violating Academic Integrity:

The following are the College's guidelines for consequences for violating academic integrity, but the student must consult the course syllabus, since the instructor will determine the consequences for each course. Consequences may include, but are not limited to, one or a combination of the following penalties:

- A. Oral or written warning. Deduction of points, grade of "F" or "O" for the assignment, project, or exam.

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- B. Failure of the course. Disciplinary action by the Student Affairs Office. Results of disciplinary actions are outlined in the *Student Code of Conduct*.

6.3 Attendance

Students are responsible for maintaining prompt and continuous attendance in all classes and continue to be responsible for any assignments or materials presented in their absence.

- 6.3.1 The degree to which absences and lateness affect a student's final grade will be determined by the individual instructor and stated in his/her course syllabus.
- 6.3.2 Excused Absences. A student's absence from class may be excused when the student's absence is for a religious observance, as defined by Education Law, State of New York, 244-A. Instructors may require a student to complete a reasonable amount of coursework to make up for the student's absence.
- 6.3.3 Administrative Withdrawal for Non-Attendance. SUNY SCHENECTADY permits an instructor to request the administrative withdrawal of a student from a course when the student has failed to attend classes for at least two consecutive weeks and has failed to contact the instructor to provide a basis for his or her absences. Administrative withdrawal for non-attendance may be initiated at any time during, but not after, the withdrawal period (as defined by Section 3.10—in a regular semester, from the beginning of the third week of classes to the end of the eleventh week of classes). Administrative Withdrawal is considered initiated once the instructor submits an Administrative Withdrawal request to the instructor's Dean.

In order for a student to be administratively withdrawn from a course for non-attendance, the following steps must be taken:

- 1) The instructor must include on his/her syllabus a clear attendance policy and a statement that missing two consecutive weeks of class without contacting the instructor could result in an administrative withdrawal. The statement must make clear that the student is responsible for determining how such administrative withdrawal may affect his or her financial aid and academic status.
- 2) The instructor must keep an attendance record, regularly available to the student during the semester, that provides documentation of two-weeks of continuous absence, and the instructor must be prepared to provide this record in case of appeal.
- 3) When a student has missed at least two consecutive weeks of class and has not contacted the instructor to provide a basis for his or her absences, the instructor must send a written warning (electronic is acceptable) to the student notifying the student that s/he may be subject to administrative withdrawal, unless s/he returns to class, or provides the instructor with a justifiable reason for the student's continued absence. If the student fails to contact the instructor or provide a reason for the absences within one week, the instructor may complete a request to the instructor's Dean to initiate the process for the student's administrative withdrawal from the class due to non-attendance.
- 4) Upon receipt of the instructor's request, the Dean will notify the student that s/he will be going forward with the administrative withdrawal process, unless the

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student provides the Dean a justifiable reason for the absences within two days. If the Dean does not receive a response from the student within two days, the Dean will authorize the Registrar to complete the administrative withdrawal. The Registrar will then do so, and send notice of the administrative withdrawal to the student. The notice will include a description of the appeals process and a statement that the student is responsible for determining how such administrative withdrawal may affect his or her financial aid and academic status.

- 5) The student, on receiving notification that s/he has been administratively withdrawn from a course, may appeal the decision in writing to the Vice President for Academic Affairs. This appeal must be received by the Vice President for Academic Affairs within one week of the date the Registrar gave notice of the administrative withdrawal. The Vice President (or, if s/he is unavailable, the Assistant Vice President for Academic Affairs) will then make a decision within 3 business days of the receipt of the appeal letter. The student will then be notified of this decision. The decision of the Vice (or Assistant Vice) President for Academic Affairs is final. If an administrative withdrawal is successfully appealed, the student may return to class and will not be penalized for absences accrued during the appeal process. The student also will be allowed to make up all work missed during the appeals process.

6.4 Mid-Term Status

At the end of the seventh week of classes in a regular semester, current grade status is submitted online by all teaching faculty.

6.5 Field Trips

Faculty are encouraged to make the most effective possible use of the resources in the community and neighboring areas of the State which supplement the facilities of the College and contribute directly to the instructional program. All field trips must be directly related to the academic program or course-work of the course(s) sponsoring the trip. Since field trips are excursions of the students away from campus for intervals of time which may be in excess of the normal laboratory period, certain side-effects may be incurred such as conflicts with schedules of other courses, use of vehicles and services of other members of the faculty, administrative expense, etc. It is essential, therefore, that such excursions or field trips be carefully planned and supervised by the faculty members/professional staff involved.

- 6.5.1 Field trips may be taken only as approved in advance by the Vice President of Academic Affairs.
- 6.5.2 Unless made within the confines of a regular laboratory period, field trips may not be made during the first or last week of a semester.
- 6.5.3 Notification of the field trip, including a roster of students, must be given to all concerned faculty members and administration one week in advance (two weeks in advance whenever possible).
- 6.5.4 Students should make provision to make up lost time in other courses for missed content and work.
- 6.5.5 Approved field trips must abide by college travel policy.

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6.6 Independent Study

An independent study project is an organized experience independently pursued by a student under the direction of a faculty member.

- 6.6.1 Matriculated students with a cumulative grade-point average of at least 2.50 are eligible to request an independent study course through a faculty member willing and able to supervise the project. An independent study proposal must be recommended by the appropriate Division Dean and subsequently approved by the Vice President of Academic Affairs prior to registration for the course by the student.
- 6.6.2 Independent study may be used to earn credit for a course in the College curriculum. In such cases, the independent study will utilize the current course outlines, and the existing course number and title will be used when the study is documented on the student's transcript. The study will carry the same number of credits as are assigned to the course in the curriculum. The independent study proposal must include the justification of the student's need to pursue the course on an independent study basis for the term in which the study is to be undertaken.
- 6.6.3 Independent study may also be used to earn credit for a course not included in the College curriculum. In such cases a complete course outline must be developed with the supervising faculty member recommending an appropriate credit value (one to four credit hours) for the study. The independent study proposal will include the course outline and will be added to the master file and to the student's record. The course number will be 299, the three-letter alpha prefix will indicate the discipline, and the course title will be the name of the independent study project.
- 6.6.4 A student is limited to one independent study project per semester.
- 6.6.5 Completed independent study projects are graded "A" through "F" except for courses in the College curriculum which require a P-F grade.

6.7 Final Examinations

The use of a final examination will be at the discretion of the academic division involved and will be so stated in the course outline.

- 6.7.1 All final examinations must be held during the final examination period.
- 6.7.2 Students who are scheduled for more than two final exams in the same day may request that all exams in excess of two be rescheduled. Any student who seeks a rescheduling of final exams must first consult with all instructors involved in an attempt to resolve the exam overload. If the overload cannot be resolved in this manner, the instructors of the student's third and fourth exams will reschedule their exams. All requests for rescheduling must be made no later than seven calendar days prior to final exam week.
- 6.7.3 Students scheduled for more than one examination in a single time period shall be liable for the examination that is listed first on the Examination Schedule. (For each period specified in the Examination Schedule, the order in which examinations are listed shall be determined by a formal randomization process, under the supervision of the Vice President of Academic Affairs.) Examinations in conflict with the one listed first shall be rescheduled at a time and place mutually agreed upon by the student and instructor(s) involved. In no case may a conflict examination be rescheduled to conflict with a regularly scheduled examination; nor may a conflict examination be rescheduled for a day in which two other examinations already have been scheduled for that student, unless he/she waives the rescheduling provision of Section 6.7.2.

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6.8 Experimental Course

An experimental course is credit-bearing but is not included in the permanent College curriculum. The course may be taught for no more than two semesters within two consecutive academic years. It enables a division to be innovative in course development, to test student interest in a specific subject area, or to provide for identified special needs.

6.8.1 A complete course outline must be approved by the division, the Curriculum Committee, and by the Vice President of Academic Affairs prior to its inclusion in the schedule for the term in which it is first offered.

6.8.2 For an experimental course to become part of the permanent College curriculum, the division must initiate the standard procedure for the approval of new courses at any time following the first offering of the experimental version of the course. Part of the submission to the Curriculum Committee shall be a report on the findings of any experimental offerings held until that time.

7.0 ACADEMIC STATUS

7.1 Grading System

The following grades are determined and assigned by course instructors and carry the grade points indicated:

<u>Grade</u>	<u>Grade Meaning</u>	<u>Grade-Points per credit hours</u>
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average/Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	0.00

7.1.1 The grade of P-pass indicates that a student has successfully completed the requirements in a course offered specifically on a pass/fail basis. The grade of P (pass) is comparable to a C (2.00) or better and has no effect on a student's grade-point average. Likewise, the grade of F-fail assigned by an instructor for a course offered specifically on a pass/fail basis has no effect on a student's grade-point average.

7.1.2 The grades of:

- I - Incomplete
- W - Withdrawal
- AW - Administrative Withdrawal
- MW - Military Withdrawal
- AU - Audit
- CR - Credit for previous experience or by examination
- T - External transfer

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are assigned as previously defined in the Academic Code and have no effect on a student's grade-point average.

7.1.3 The grade of NC is assigned for all non-credit courses, and the grade of NR is assigned to a course for which a grade has not yet been reported. Both NC and NR have no effect on a student's grade-point average.

7.1.4 A correction to an error in a final grade assignment is the responsibility of the course instructor and must be submitted in writing by the instructor within the 60 calendar day period from the date that final grades for the term are due. Any corrections after the 60 calendar day period must be approved by the Vice President of Academic Affairs. If it becomes impossible for the instructor to make such corrections to a final grade, any related decision will be based upon the recommendation of the Division Dean and approval by the Vice President of Academic Affairs.

7.2 Grade-Point Average

A student's grade-point average is determined by dividing the total grade-points earned in residence credit-bearing courses by the corresponding total credit hours attempted. Only the highest grade of a repeated course is included.

7.3 Graduation Honors and Awards

Degree recipients with a cumulative grade-point average of 3.70 or higher graduate with high honors.

7.3.1 Degree recipients with a cumulative grade-point average from 3.20 to less than 3.70 will graduate with honors.

7.4 Semester Honors

Matriculated students are eligible for semester honors in a given semester. Students who receive a grade of F or AW in that semester are not eligible for semester honors.

Students who receive a grade of "I" will not be considered for semester honors in that semester, with the following exception: students who complete the course within three weeks of the end of the final exam period may apply for semester honors with the Registrar by the third week of the subsequent semester.

7.4.1 A student's name is placed on the President's List for each semester in which the student has earned a grade-point average of 3.70 or higher while completing at least 12 credit hours that term.

7.4.2 A student's name is placed on the Dean's List each semester in which the student has earned a grade-point average from 3.20 to less than 3.70 while completing at least 12 credit hours that term.

7.4.3 A part-time student's name will be placed on the President's List or Dean's List if the student meets the GPA requirements as stated in 7.3.1, while completing 6 to 11 credit hours that semester and having a cumulative earned total of at least 12 credit hours.

7.5 Academic Review

Student progress toward meeting graduation requirements in degree or certificate programs will be reviewed at regular intervals. The first review will occur when a student has either attempted twelve credit hours or registered for twelve credit hours. Subsequent reviews will occur at the end of each succeeding term. The cumulative GPA is computed as defined in Section 7.2. It is based on credit hours attempted, that is, credits generated by courses for which one has received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

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7.5.1 Fresh Start

Fresh Start process applies to students who return to SUNY SCHENECTADY after an absence of five or more years and successfully complete 12 credits with a GPA of at least 2.00. Students may petition the Registrar to have their former academic record before the five-year absence accepted in the same manner as if the credits were transfer credits. That is, earned credits are carried forward for up to 30 hours of credit in which a grade of "C" or higher was earned. The cumulative GPA is based only on credits earned subsequent to the student's re-entry. The student's complete record, before and after academic forgiveness, remains on the transcript. The Fresh Start process can be applied only once during a student's career at SUNY SCHENECTADY.

Regulations for federal and state financial aid eligibility require that the credits attempted and GPA from all previous SUNY SCHENECTADY coursework is included in the calculation of Satisfactory Academic Progress for financial aid eligibility.

7.6 Satisfactory Academic Progress (SAP)

A matriculated student is considered to be in satisfactory academic progress at the end of a term and for the subsequent term if the student maintains a level above the point of dismissal according to the criteria in Sections 7.6.1 and 7.6.2.

7.6.1 Satisfactory Progress

A student is considered to be making satisfactory progress if he/she maintains a cumulative GPA above the level of dismissal as defined in the table below:

<u>Total Credit Hours Attempted</u>	<u>Dismissal Cumulative GPA</u>
0-11	0
12-23	Below 1.00
24-35	Below 1.50
36-47	Below 1.80
48 and above	Below 2.00

Total credit hours above include all credit hours attempted in residence at Schenectady County Community College. In addition, applicable transfer credits are included in the total credit hours attempted, but they are not included in the calculation of the GPA.

7.6.2 Pursuit of Program

Students are considered to be in pursuit of program if they have successfully completed the specified minimum number of hours within each category as indicated in the table below.

Semester hours refers to credit-hours and developmental credit-equivalent hours taken in residence.

Successful completion is defined as receiving a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P in any course taken in residence.

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<u>Total Semester Hours Registered</u>	<u>Minimum Number of Semester Hours Required to be Successfully Completed</u>
0-22	0
23-35	12
36-47	21
48-59	30
60-71	42
72-83	54
84 and above	66

7.6.3 When a student has not met the requirements for Satisfactory Academic Progress (SAP), he/she will be notified by the Registrar. Dismissed students will be dropped from their classes.

Academic Warning, Dismissal and Probation

1. If a review at the end of a term indicates that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Academic Warning for the subsequent term in which the student enrolls. During the Academic Warning period, the student is limited to enrollment of no more than 13 credits. A student who still does not meet the SAP standards at the end of the warning period will be dismissed from his/her program.

2. A student who is dismissed from his/her program will need to submit an application for readmission and an academic plan for approval by the Readmission Committee. The academic plan, developed with the assistance of an academic advisor, will outline the process the student will need to follow in order to meet the requirements for SAP. Readmitted students will be placed on Academic Probation for one semester (fall or spring).

 Students on probation may not hold student office, participate in intercollegiate functions or serve as public representatives of the College. During the probationary period, these students may be limited to enrollment in 13 credit hours.

3. If the student fails either to return to SAP status or to meet the conditions outlined in the academic plan at the end of the semester in which he/she was readmitted, the student will be dismissed from his/her program.

7.7 Readmission

Academically dismissed students may apply for readmission to the College no later than December 15 for the spring semester and no later than August 15 for the fall semester.

- 7.7.1 In cases where students are dismissed based on pursuit of program requirements, application for readmission may be allowed after the December/August 15 deadline in which case the application process must be completed at least ten days before the start of the term in which readmission is to take place.

- 7.7.2 In cases where students are dismissed after a term with a semester GPA of 3.0 or higher, application for readmission may be allowed after the December/August 15 deadline in which case the application

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process must be completed at least ten days before the start of the term in which readmission is to take place.

- 7.7.3 Readmission must be approved by the Assistant Vice President of Academic Affairs. This approval is based on the decision of an ad hoc committee appointed by the Assistant Vice President (whose membership is kept confidential). The committee is responsible for: (1) reviewing each applicant's academic progress and (2) evaluating each applicant's potential for successful continuation and program completion, and (3) making a determination to grant or deny the student's readmission. The committee may also determine conditions to serve as a guide for successful continuation as well as a basis for future readmission decisions. The Assistant Vice President of Academic Affairs will notify the student of the committee's decision, including any restrictions.
- 7.7.4 Readmitted students will be subject to the program requirements in effect at the time they are reinstated as matriculated students, or will be determined by the Division Dean as specified in Section 4.2.
- 7.7.5 If a student is not readmitted, a written appeal may be submitted to the Vice President of Academic Affairs not later than ten days after the decision has been made. The Vice President of Academic Affairs will review the readmission application, documentation, any other pertinent information that may include an oral statement from the student, and will then render a decision. The decision of the Vice President will be final.

8.0 GRADUATION REQUIREMENTS

8.1 Graduation Process

After the add/drop period in the fall, spring and summer terms, the Registrar's Office will create a list of students who are eligible for graduation in both certificate and associate degree programs in that semester as defined by 8.2 and 8.4. Students will be notified by the Registrar's Office that upon successful completion of the semester they will be granted their certificate or degree.

8.2 Degree Programs

Students must meet each of the following academic requirements to be eligible for an Associate Degree.

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must be matriculated in the program from which they wish to graduate at least one semester prior to graduation and meet the residence requirements for degree programs.
- 3) Candidates must be recommended for graduation by vote of the Academic Senate, approved by the Board of Trustees, or be approved by the Vice President of Academic Affairs when the vote is based on incorrect information.

8.2.1 Certain requirements may have been waived as provided for elsewhere in this Code.

8.3 A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.

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8.4 Certificate Programs

Students must meet each of the following academic requirements to be eligible for a certificate:

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must be matriculated in the program for which they wish to graduate at least one semester prior to graduation, and meet the residence requirements for certificate programs.
- 3) A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.
- 4) Candidates must be recommended for graduation by vote of the Academic Senate, or be approved by the President of the College when the Academic Senate vote is based on incorrect information.

8.5 Discounting Grade

For the purpose of meeting the minimum graduation grade-point average requirement, a student may petition the Vice President of Academic Affairs to discount grades of C- or lower from the cumulative grade-point average. For the petition to be considered, the courses must not be required in the program in which the student is matriculated for graduation. Any courses which may serve as specific electives in the program of matriculation cannot be discounted. Petition for discount must be made in writing during the semester of graduation and requires the recommendation of the appropriate Division Dean. Petitions will be considered at the time of final graduation audit and may be granted at the sound discretion of the Vice President of Academic Affairs whose decision shall be final. The student's cumulative GPA on the transcript will remain unchanged. The Registrar will report to the Academic Senate each year the number of proposed graduates who have been affected by the implementation of this process.

8.6 Attendance at Graduation

Candidates for degrees and certificates can participate in SUNY SCHENECTADY's Commencement ceremony held in May if they have applied to graduate and have completed their degree and/or certificate program requirements or are expected to complete their degree and/or certificate program requirements by the end of the spring semester of the current academic year. Final clearance for degrees and certificates will be completed after Commencement when final grades are submitted. Identification of Honors candidates at the Commencement ceremony will be based on the student's cumulative grade point averages excluding the final spring semester grades. Official honors and Academic Program Achievement winners will be determined after submission of final grades. Participation in the Commencement ceremony does not ensure the degree or certificate will actually be awarded.

- 8.6.1 Candidates will be allowed to participate in SUNY SCHENECTADY's commencement ceremony if they are within six credits of program completion, have registered for the required courses during the subsequent summer term, and can achieve a cumulative grade point average of 2.0 at the end of the summer term.

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Commencement Exercises will be conducted annually after the spring semester with the actual date specified in the official Academic Calendar.

All members of the professional staff, designated as members of the Academic Senate, assume a professional obligation to participate in Commencement Exercises.

8.7 Additional Degree or Certificate

Students may earn an additional degree or certificate provided that the secondary program is essentially different from the primary program (i.e., the secondary program includes at least 15 credit hours of requirements not in common with the primary program), and that all degree or certificate requirements for both programs have been met.

8.7.1 Courses applied to the primary program may be applied to the secondary program; however, a minimum of 15 credit hours (residence credit) above the total credit hour requirements of the primary program must be completed.

8.7.2 An additional degree or certificate may be pursued in one of two ways:
(1) subsequent to the completion of the primary program requiring readmission and matriculation into the secondary program, or
(2) simultaneously with the primary program (in which the student is matriculated) allowing for application to graduate from both programs at the same time.

8.7.2.1 An additional degree or certificate may be pursued simultaneously after the student has earned 12 or more credits at SUNY SCHENECTADY with a 2.5 or higher cumulative grade point average.

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APPENDIX A: Synopses of State University of New York and University of the State of New York Policies and Guidelines Cited in the Academic Code, and Other Supplemental Information.

A1. Full Opportunity

Under the State University of New York Policy on Full Opportunity, the College is obligated to provide automatic acceptance to residents of Schenectady County who, during the previous year, graduated from high school or returned from service in the armed forces. This obligation is subject to appropriate deadlines established by the College in its admissions procedures.

The College agrees to provide such testing and evaluation as it finds necessary to determine the academic needs of its applicants and to provide, to the best of its ability, those developmental and ancillary services necessary to give its students a full opportunity for academic success.

The Full Opportunity concept does not prevent the College from establishing programs based on special arrangements with other institutions and placing restrictions on admission to such programs based on the terms of those arrangements.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires all colleges and universities to provide appropriate academic accommodations for all qualified students with a disability.

A2. Degree Distribution Requirements

The State Education Department provides that associate degrees may be granted for the completion of 60 semester credit hours of credits. The nature of the degree awarded depends upon the distribution of courses taken in three main areas: the humanities, the natural sciences or mathematics, and the social sciences.

An associate in arts degree program must contain at least 48 semester credit hours with reasonable distribution among the three areas and depth in some.

An associate in science degree program must contain at least 30 semester credit hours in the three areas with reasonable distribution and depth in one.

An associate in applied science degree must contain at least 20 semester credit hours balanced among the three areas.

A3. Credit Hour Definitions

State University of New York definitions indicate that a semester credit hour of credit is awarded for the equivalent of (1) fifteen class periods with a normal expectation of two hours of outside study for each class period, or (2) forty-five practicum periods with little or no outside preparation expected, or (3) thirty practicum periods with substantial outside preparation required, or (4) forty-five 50 minute sessions of student academic activity given initial guidance, review, criticism, and final evaluation.

A class period is a fifty minute period in which a group teaching method is employed, including recitations, lectures, discussion, demonstrations, or combinations of these.

A practicum period is a fifty minute period devoted to the direction and guidance of student application and/or development of principles and concepts in a particular physical environment. Included are laboratory, studio periods, drafting work, and field trips.

Guidelines are also provided for awarding credit by examination and for experimental learning.

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A4. Approved Guides

Guides which have been approved for evaluating transfer credits for course work taken in non-collegiate institutions include:

"A Guide to Educational Programs in Non-Collegiate Organizations" published by the State Education Department.

"A Guide to Educational Experiences in the Armed Forces" published by the American Council on Education.

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