SECTION VII
ACADEMIC POLICIES

This section details general academic policies not directly concerning the structure of the curriculum (i.e., individual degrees or degree requirements). This includes classroom policies, the academic honesty code, syllabus requirements, and grade policies. This section is maintained by the Office of the Provost and the College Senate Academic Issues Committee.

VII.A. STATEMENT OF ACADEMIC FREEDOM

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. In the exercise of this freedom the faculty member may, without limitation, discuss his/her own subject in the classroom; he/she may not however, claim as a right the privilege of discussing in the classroom controversial matter which has no relation to the subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their roles as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokes persons. (See Article XI Policies of the Board of Trustees)

VII.B. ACADEMIC INTEGRITY POLICY (EFFECTIVE FALL 2015)

VII. B.1 – The Code of Academic Integrity

VII.B.1.a – Responsibilities.

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

VII.B.1.b – Plagiarism.

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

2. Any charge of plagiarism must be substantiated by a direct correlation in wording, ideas, and/or organization between the original and plagiarized copy.

VII.B.1.c – Examination Process.

Last Update: August 2015
1. All examinations must be taken according to prescribed procedures as determined by the instructor in charge of the course or learning experience. Failure to follow these procedures in a way suggesting the intent to cheat shall constitute a violation of this code.

2. Any form of unauthorized written or electronic material used by a student or evident on his/her person or electronic device during or directly following an examination shall be deemed to be evidence of intent to cheat and constitute a violation of this code.

VII.B.1.d – Other Instances of Dishonesty.

1. Unless specifically allowed by the instructor in charge of the course or learning experience, any unauthorized correspondence between/among students during any examination or during the preparation of submitted work, which can be substantiated by physical proof or eye-witness verification shall constitute a violation of this code.

2. In cases where infractions of the code appear to have occurred, but where the specific violator(s) cannot be determined, the instructor may require all involved student(s) to be retested, or to resubmit a comparable assignment with proof of its originality.

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


VII.B.2.a – Reporting Violations.

1. Violations of the code shall be determined by the instructor in charge of the course or learning experience in which the alleged violation reportedly occurred and shall be reported at his/her discretion.

2. Copies of the evidence, or of other supporting materials, as well as the names of student(s) involved in a violation of the code, shall be forwarded to the student’s academic dean. When possible, the instructor will first discuss the violation of the code with the student(s) prior to this notification.

3. Upon notification of a violation, the dean of the student’s School will discuss the case with the instructor.

4. If the dean agrees that a violation has occurred, the School office will officially notify the student that a violation of the Code of Academic Integrity has occurred and that a sanction, as determined below, is being imposed. The student will also be notified of their specific rights to appeal as laid out below. This notification shall be sent to the student’s local address and via electronic mail to the student’s campus e-mail account.

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5. The instructor will also receive a copy of the letter officially notifying the student of the violation.

6. **Faculty Appeal Procedure**: Should the dean disagree with a faculty member that a violation of the code has occurred, the faculty member may appeal in writing to the provost within ten business days of being notified that the violation will not be pursued. The provost will make the final determination as to whether the case will be officially pursued. The faculty member should be aware that should the student appeal the violation, the dean has final say on whether the violation occurred in the case of the first and second official violations of the code.

VII.B.2.b – The First Violation of the Code.

1. The penalty for the first violation of the code shall be the **total loss of credit** (a ‘0’) for the assignment, project, or examination or similar penalties for any other type of learning experience(s). This penalty may result in a student failing the course or other learning experience(s).

2. **Student Appeal Procedure**: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student’s challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

VII.B.2.c – The Second Violation of the Code.

1. The penalty for a second violation of the code shall be the **earning of a grade of ‘F’** in the appropriate course or similar penalties for other learning experiences. The second violation of the code need not happen in the same course or learning experience. Students will not be allowed to drop the course to avoid this penalty.

2. **Student Appeal Procedure**: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student’s challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

VII.B.2.d – Subsequent Violations of the Code.

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

3. **Student Appeal procedure:** Student appeal of subsequent violations will follow Judicial Board appeal guidelines.

**VII.C. THE SYLLABUS.**

In order to avoid difficulties (legal or otherwise) in dealing with students, instructors should distribute a copy of their syllabus in each class during the first week of the semester.

Below are some items you should include in your handout:

**Attendance**

- Do you expect regular attendance and promptness?
- Do you require that students report to you before or after absences?
- How can absentees make up work missed?
- Do you notify school deans of excessive absences?

**Tests and Quizzes**

- Are these announced, unannounced or a combination? How many?
- Will you give a final? How long? What type – objective, essay, or both?
- What will each examination cover?
- How do you handle dishonesty? (See college “Code of Academic Honesty”)

**Grading**

- How do you calculate final grades?
- What percentage or weight is given to written work, speeches, reports, term paper, tests and/or final examination?
- Do you provide for effective class participation? How?

**Writing Standards**

- Is written work evaluated on content alone? Combination?
- If mechanics are important, what constitutes an acceptable paper mechanically?
- If a term paper is required, do you provide a style sheet or refer students to a specific style manual?

**Make-Up Work**

- What provision do you make for class work or tests missed?
- Do you schedule make-up sessions for groups? Individuals?

**Penalties**

Last Update: August 2015
For late work? For other deficiencies? What will they be?
(Note that college regulations state that a grade cannot be lowered solely on the basis of absences)
For plagiarism? (This must be very clear and conform to college “Code of Academic Honesty”)

**Instructor Absences or Tardiness**

What should students do if you do not appear for a class?
Do you request that they wait if you are late? How long?
Where can students learn of your absence? (You should notify the school office, which will then initiate announcements on campus radio, on TV monitors and on classroom blackboards.)

In all your requirements, be fair, be reasonable, be specific and be consistent with general college regulations.

**ITEMS TO BE INCLUDED ON A SYLLABUS**

Because a syllabus is understood to be a contract with a student, at the start of each semester during the first week, faculty will submit to their school office and distribute in each of their classes copies of syllabi for each course they have been assigned to teach.

Each syllabus will include or account for the following:

- Semester the syllabus applies
- Course Description, matching what is in the current college catalog with course prefix and number, course name, and including the number of credits and pre- or co-requisite(s), if applicable
- Instructor contact information: office location and office hours; email address; phone number; faculty mailbox location
- Required textbook(s) and other materials
- Instructor’s attendance/lateness policy
- How the final grade is calculated (e.g. 30% quizzes, 50% exams, 20% class participation) and what grade ranges are (A=93+, A-=90-92, B+=88-89, etc.)
- Statement on Students with Disabilities
  If you are a student with a documented disability who wishes to use academic accommodations, you should do the following:
  1. Speak with your instructor during the first two weeks of class;
  2. Talk with David Symonds, Coordinator of Services for Students with Disabilities, to arrange your test accommodations. You may reach Mr. Symonds at 315-684-6349 or E-mail symondda@morrisville.edu

  If you wish to use test accommodations for an exam, please speak with the instructor the class before each exam. Doing this will help to accommodate you. All tests must be completed the same day the test if scheduled. Any other arrangements must be made by agreement between the student and the instructor.

  The two week time frame is to encourage students to arrange accommodations early in the semester. Students with disabilities may use accommodations at any point during the semester.

**Statement on Academic Assistance**

Last Update: August 2015
The Academic Enrichment Center (AEC) is a resource available to all students who need assistance with their coursework. The AEC offers peer tutoring in most subjects as well as professional tutoring in math, reading, and English/writing. Supplemental instruction is also available in a number of courses. The tutors and professional staff at AEC can also assist students with general study skills such as note-taking, test-taking, time management, and critical thinking. The AEC is located in the Library and can be reached at 315-684-6075 or e-mail lawhorsl@morrisville.edu.

- Academic Honesty Policy
- Topical outline of activities, assignments
- Measurable Course Outcomes

Faculty may include the following items, but these are at the discretion of the instructor:

- Alternate instructor contact information (home email/phone, et al.)
- Instructor’s expectations (cell phone use, civility, preparedness, etc.)
- Policy regarding papers, exams, quizzes, etc.
- Policy regarding late work, make-up work, extra credit, etc.
- Campus policies related to academics (e.g. field trip policy)
- Et al., as necessary for or appropriate to the course

VII. D. ACADEMIC ADVISING

VII.D.1. Definition and Importance of Academic Advising*

“Academic advising assists students to realize the maximum educational benefits available to them by helping them to better understand themselves and to learn to use the resources of an educational institution to meet their special educational needs and aspirations.”

Academic advising is a multifaceted activity. Academic advising should assist individual students to realize the maximum educational benefits available to them. It accomplishes this by:

1. Helping students to clarify their values, goals, and better understand themselves as persons
2. Helping students to understand the nature and purpose of higher education.
3. Providing accurate information about educational options, requirements, policies, and procedures.
4. Planning an educational program consistent with a student’s interests and abilities.
5. Assisting students in a continual monitoring and evaluation of their educational progress.
6. Integrating the many resources of the institution to meet the student’s special educational needs and aspirations.

Some specific activities and responsibilities which will help the faculty advisor realize the above goals are these:

1. Acquaint advisees with the general and departmental educational requirements, college regulations, services, and opportunities.
2. Help advisees understand their past educational achievements and how they are related to their present educational goals.
3. Increase advisees’ awareness of abilities and talents through the use of placement test results and other data (advisors may prefer to refer advisees to the Academic Support Center for test interpretation).
4. Help advisees plan each semester’s program of courses and, as soon as possible, a degree
program. It is suggested that each advisee complete a Graduation Requirement Worksheet and that both advisee and advisor keep a copy.

5. Assist advisees when they are not achieving in accordance with their abilities, helping them plan activities to correct their difficulties.

6. Refer advisees as needed to other persons and services.

7. Be aware of each advisee’s progress in his/her various pursuits by sufficient contact and the keeping of accurate records.

Good academic advising involves the ability of the advisor to help a student define and develop realistic goals, accurately perceive the needs of a student, and then successfully match these needs with available institutional resources in a meaningful manner. This process is carried out in an atmosphere of a caring and trusting relationship.

In brief, the academic advisor serves as a coordinator of the student’s educational experience. Some of the benefits students derive from an effective advising program include:

1. Successful attainment of their educational/career objectives.
2. Achievement of GPA’s consistent with their ability.
3. Higher retention rates.
4. Satisfaction with the process and development of a positive attitude toward the institution.
5. Development of a meaningful relationship with their advisor.

*Reprinted from materials provided by The American College Testing Program.

VII.D.2. Advisor Role and Responsibility

**Develop a Personal Relationship**

One of the factors frequently mentioned by students as being important to them in the advising process is whether or not an advisor shows concern for them as individuals. Students who feel that their advisor cares for them as a person are more likely to value their advisor’s advice, and are more likely to return to their advisor when they are experiencing difficulties. Advisors can develop the relationship with their advisees by:

1. Becoming familiar with the student’s personal, educational and career goals.
2. Having some knowledge of the student’s academic ability and background (Use of advisement folder material, transcripts, grade reports, etc.)
3. Asking about the student’s progress and determining whether or not they need assistance.

**Be Available**

Being available is the key to developing a positive relationship with advisees, and in being able to help them. It is a faculty member’s responsibility to post a reasonable number of office hours and to be available during the semester to meet their advisee’s needs. Questions regarding office hours should be addressed to your school dean. During the course selection/registration period when academic advisors must be available, an appointment sheet is sometimes helpful to both the student and the advisor.

**Provide Accurate Information**

Students expect authoritative information about their programs and requirements from their advisor. It is important that the advisor be:

1. Totally familiar with their own program requirements.
2. Knowledgeable about general education requirements, academic policies, and campus-wide academic procedures.
3. Aware of other courses and academic programs offered at the college.
4. Aware of campus programs and services available to students (counseling, career planning and placement, college skills, etc.) and be able to refer students to these services when it seems appropriate.

Provide Program Planning

The advisor should confer with each advisee at least once each semester to accomplish the following tasks:

1. To assist advisees in identifying their interests, and educational or career goals.
2. To assist advisees in planning their academic programs. This process can be facilitated if the advisor is properly prepared by having and reviewing:
   a. the registration procedure, locations and schedule.
   b. access to the Master Schedule of Courses on the College website.
   c. the current College Catalog and Faculty Handbook (both available on the web).
   d. a sample curriculum outline for each major offered by the department.
   e. the student’s advisement folder.
3. Give advice regarding the student’s academic program and graduation requirements. Advisors should:
   a. be careful to explain which courses are required and which are recommended.
   b. be sure that the student has had adequate preparation for courses which are recommended. (If necessary, the advisor should consult grade reports, or the student’s transcript.)
   c. be alert to specific course sequences which are required in the student’s major program, particularly those taught by other departments.
   d. help students to understand their total program, and how they should plan their course.
   e. assist students in deciding how to utilize their elective courses to best meet their goals.

   The advisor should not mandate how a student must use electives but rather, should make recommendations as to the most desirable courses, given the student’s interests and abilities. The advisor can only require those courses specified by the department as being required. Advisors should keep in mind that the choices belong to the student and that the advisor’s only responsibility is to give accurate information and advice. If the advice is not taken, the advisor is not responsible.

Advisor Role in Scheduling Courses

The student should be advised and helped in the selection of courses. A copy of the courses selected should be filed in the advisee’s folder. The advisor should then supply the student with the label containing the student’s Web and Advising PIN’s (personal identification numbers), which allow the student to access Web for Students and schedule their classes.

Record Advisee Information

The advisor should record information in the advisee file which may be helpful in future advisement sessions with the student, and for possible use by other advisors in case of referral or change of major. The advisor should also keep a record of those courses which the student was advised to take, and a record of the student’s final selections.

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Make Appropriate Referrals

Advisors are not expected to know everything and should not lead students to believe that they do. When faced with a situation which requires additional information or other campus resources, the advisor should be knowledgeable enough of the support services on campus to call, or refer the student to another office.

It is of course desirable that the advisor not refer too quickly, but rather take the time to fully understand the student’s concern, and to determine the best course of action. Often the additional information can be obtained by using the telephone or e-mail.

When it is determined that a referral is in order the advisor should:

1. Help the student to understand why the referral is being made.
2. Explain what kind of service is offered and what the student should expect from the referral service.
3. Help the student to make the appointment. Whenever possible the referral should be made to a specific person rather than to a “service.” A phone call or e-mail to set up the first appointment is the most effective way of ensuring that the student will make the all-important first contact with the referral service.

If confidentiality permits, it is a good idea to follow-up on referrals with both the student and the referral source. This allows the advisor to evaluate how useful the referral service has been, to determine what progress the student is making, and to determine whether or not to use that service again in the future.

VII.D.3. School Role and Responsibility

Assignment of Academic Advisors

1. Upon entering the college, or upon changing majors, each student should promptly be assigned a permanent academic advisor.
2. Requests for a change of advisor should be honored if students feel it is in their best interest to work with a different faculty member.
3. If a student’s advisor leaves the campus, the student should promptly be assigned a new advisor. Every effort should be made to inform the student of this change.

Maintaining Academic Information

The school should maintain the following academic information for distribution to students and faculty.

1. An up-to-date listing of curriculum requirements.
2. A course description for each course offered by the department.

Advisee Folder System

The school should have a system for:

1. Starting an advisee file for each new student. (Advisee files for students who change majors should be forwarded from the student’s old school.
2. Seeing that the following academic information is properly on file for each student:
   - Curriculum worksheet
   - Student Contracts
   - High school/transfer transcript
   - Course waivers
   - Midterm and semester grades
   - Attendance notification

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Course placement materials  TOEFL scores  
Notes on advisement sessions  ACT/SAT scores  
Student Goals  GED  
Dual major forms  Student Permanent Record Change Form A  

3. Forwarding the student’s advisee file to a new advisor if that student should change major or advisor.

**Evaluation of Credit**

The school should be able to provide a new student, or a student changing majors, with an evaluation of previous credit, a check against graduation requirements, and a formal list of courses remaining for graduation.

VI.D.4. Student Role and Responsibility

Students have an important responsibility in the advising system and should take the initiative of seeking advisement and developing close relationships with their advisors. In order to do this effectively, students should:

1. Learn the name and location of their academic advisor early in the semester.
2. Schedule early appointments during the course selection/registration period, and be prepared for advisement (students should review a copy of the master schedule on the college website, and have an idea of the courses they plan to take).
3. Attempt to clarify their interests, personal values and goals with their advisor.
4. Become familiar with general education requirements, graduation requirements, and program requirements.
5. Consult with their advisor concerning changes in their approved schedule (i.e., after being closed out of course, during add/drop, etc.).
6. Consult with their advisor when they are in academic difficulty.
7. Inform their advisor before changing majors, transferring to another college, or withdrawing from college.
8. Accept responsibility for making their own decisions.

**VILE. STUDENTS AND DISABILITIES**

The Office of Disability Services promotes both physical and programmatic access to the entire Morrisville State College Community. This is accomplished by providing information, training, and advocacy about disability related issues to students, faculty/staff, along with other members of the college community.

The Office of Disability Services has locations at both the Morrisville, and Norwich Campuses.

**Contact Information**

Main Campus:  
Butcher Library Room 202. Hours Monday – Friday 8:30 – 4:30 Phone 315-684-6349

Norwich Campus:  
Follett Hall Room 211 Hours Monday – Friday 8:00 – 4:30 Phone 607-334-5144

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VII.F. STUDENT RETENTION

The ultimate goal of campus-wide retention efforts is to increase the academic achievement, satisfaction and persistence rate of students.

The responsibility of faculty and staff members in general is to:

1. Be sensitive to the legitimate needs and interests of students.
2. Involve students, expect much of them, and provide them with frequent, specific and appropriate feedback about their activity.
3. Identify students whose legitimate needs and interests we seem not to be meeting.
4. Become knowledgeable about campus resources for meeting a variety of students needs and interests, and cooperate with other members of the faculty and staff to use such resources on behalf of dissatisfied or uninvolved students.
5. If Morrisville really is academically the wrong place, or, if now is really the wrong time for attending college, wish students well and assist them in exploring alternatives.

VII.G. FERPA AND MAINTAINING CLASS RECORDS

a. If the faculty member and all of a class agree, the hour of meeting for that class may be changed for one session. This practice is to be discouraged, however, especially before vacations, and should not be repeated unless absolutely necessary.

b. Students should not be left alone in a laboratory unless there is adequate faculty supervision in the building. If there is a dangerous situation in the laboratory, the faculty member must be in the room.

c. Admissions data and test scores are available to any faculty member in the office of the school in which the student is enrolled.

d. A blank copy of all tests should be kept. Any examination or test paper not returned to the student should be kept for one year. See that all tests are shredded rather than just discarded.

e. All course grade books shall be kept by the faculty member until such time as he/she shall leave the college, when they should be turned over to the Dean along with any other materials containing information the Dean might need in the future. Course grade books may be discarded after keeping them for ten years.


The intent of the law is essentially that each student has a right to examine his/her records, and no records may be given out except upon consent of the student, with certain limited exceptions. The new version of the law makes it clear that all students, past and present, are covered so long as their records are kept.

Records

The definition of the documents covered by the law has been radically changed. Records over which students may exercise their rights now include all “records, files, documents, and other materials which 1) contain information directly related to the student; and 2) are maintained by an educational agency or institution.” A student may inspect, challenge, and refuse to release to third parties all those records...
which fall within this broad category.

The amendment excludes certain records from the student’s right of access and challenge, while generally preserving privacy.

1. Institutional records which are in the sole possession of the maker, and which are not accessible to any other person except a substitute;
2. certain security force records which are segregated from other student records, to which only law enforcement personnel have access, and provided the custodian law enforcement personnel do not have access to other educational records of a student;
3. employee records of non-student employees;
4. medical or para-medical records used only for treatment purposes and not available to third parties.

Teaching outside of regular school

When faculty members are teaching a course outside of their assigned School, they should consult the Dean of the School for which the course is taught; an understanding on procedures for conducting the class should be reached between the individual faculty member and the Dean.

VII.H. THE GRADING SYSTEM AND ACADEMIC HONORS

1. Grades
   
a. Grades are recorded on the following scale:

   A  Signifies superior knowledge of a body of material, its function and interpretation.
   B  Signifies above-average knowledge of a body of material and its function.
   C  Signifies average knowledge of a body of material.
   D  Signifies minimum knowledge of a body of material.
   S  Satisfactory – not computed in grade point average.
   F  Signifies failure to attain minimum knowledge of a body of material.
   I  Incomplete – indicates student has not completed all required coursework. An incomplete grade must be completed by the end of the 13th week of the following semester.
   W  Withdrew from College.
   WP Withdrew from College passing course.
   WF Withdrew from College failing course.
   P  Passed; satisfactory; not computed in GPA.
   NP Not passed; unsatisfactory; not computed in GPA.
   NR Not reported.
   X  Withdrew from course.

b. Credit Points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0  for each credit hour</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 for each credit hour</td>
</tr>
<tr>
<td>B+</td>
<td>3.33 for each credit hour</td>
</tr>
<tr>
<td>B</td>
<td>3.0  for each credit hour</td>
</tr>
<tr>
<td>B-</td>
<td>2.67 for each credit hour</td>
</tr>
</tbody>
</table>

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2. **Pass-Not Pass Option Course**
   a. The rules for the selection of the Pass-Not Pass option are as follows:
      1. it is the responsibility of the student to make sure s/he selects P-NP courses within the rules of this college.
      2. no more than one course per semester of four hours or less may be selected. (Some courses are offered only on a Pass-Not Pass basis; such courses would not prevent students from selecting this additional course on a Pass-Not Pass option.)
      3. grade for P-NP courses will be “P” for pass, “NP” for not pass.
      4. a grade of “P” will earn regular credit toward graduation but will not be included in calculation of the cumulative average.
      5. a grade of “NP” will be recorded on transcript but will not be included in calculation of cumulative the average.
      6. the course must be selected by the student before the end of the 20th day of instruction, each semester; the P-NP option form must be submitted to the Registrar’s office before the end of the 25th day of instruction each semester.
      7. once the P-NP option form is filed in the Registrar’s office, the student may not change back to a conventional grade (A,B,C,D,F) for that course, nor may s/he change from a conventional grade to a P-F option.
      8. the P-NP option is not available for imputed credit courses or courses which are designated to be graded S/F. This is effective beginning the spring semester 1994.

   b. **Procedure:**
      3-part forms necessary to implement the system are available in the School offices. This form must be:
      1. filled out and signed by the student.
      2. signed by the Advisor. (This signature indicates only that the Advisor is aware of his advisee’s action.)
      3. the space provided under “Advisor Comment” is to be used by Advisors to indicate their views concerning the P-NP selection.
      4. advisors will retain in their offices the form marked Advisor.
      5. the rest of the form should be sent to the proper School office for filing in the student’s folder and for forwarding to the Registrar’s office.

   c. **Notification**
      1. It is the responsibility of the Registrar to announce in the bulletins to faculty and students, as well as other college media, the availability of the P-NP option. These announcements are to be done both the 1st and 2nd weeks of class each semester.
      2. Faculty will be notified as to which students are taking their course under the P-NP option not later than one week before Mid-semester.

3. **Dropping Courses**

   A student may delete or add a course during the first 4 class days of a semester without an “X” grade appearing on the transcript. Upon securing the counsel of his advisor, course instructor, and his/her School Dean, a student may drop a course at any time following the delete-add period providing he/she

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initiates the procedure by noon of the last instructional day of the tenth week of the semester. These individuals shall then indicate that the student has discussed with each his/her intent to drop the course by designating in writing their approval or disapproval. The student’s transcript will then show a grade of “X.” The “X” grade identified only as withdrew from course. Courses receiving the grade of “X” would not be included in the grade point average calculations.

After the first two weeks of classes, a student will be charged $20 per form for a student initiated course drop, add, or delete.

4. Transfer Credit

Transfer credit will be granted on a course-for-course evaluation basis. “D” grades are generally not transferred and no transfer grades are computed in the Morrisville grade point average. Students transferring from one school to another within the college carry grades and grade points for courses transferred to the new school. These are computed in the overall average.

5. Credit by Examination

LOCAL EXAMINATION

The School Dean approves the minimum grade required on a local proficiency examination to support course credit or exemption.

EXTERNAL EXAMINATIONS

The School Dean approves the minimum grade required on the following examinations to support course credit.

A. New York State Education Department Examinations
   1. Regents External Degree Examination (REDE)
   2. College Proficiency Examinations (CPE) – This test may be taken outside of New York State under the title of American College Testing Proficiency Examination Program (ACT PEP) and (CPEP).

B. College Entrance Examination Board (CEEB) Examinations
   1. College Level Examination Program (CLEP)
   2. Advanced Placement Examination (AP)

C. Defense Activity for Non-traditional Education Support (DANTES) Program DANTES Subject Standardized Test (DSST)

D. Others
   1. American Chemical Society Examinations
   2. California State University and Colleges (CSUC)
   3. Foreign Service Institute (FSI) Oral Proficiency Language

6. WAIVERS

OTHER REQUIRED COURSES

A student may challenge the need to take a required course by contacting his/her Dean. The Dean may waive a required course based on transfer courses, credit by examination or waiver by examination. See CREDIT BY EXAMINATION. See CREDIT FOR NON COLLEGIATE TRAINING. Waiver by examination means that a student displays sufficient skills as measured by a local examination to exempt a lower level course but in the judgment of the Dean, does not deserve college credit.

Last Update: August 2015
7. COURSES REPEATED AND IN LIEU
   A. A student may repeat most courses to attempt a higher grade. This should be done with consent of the student’s advisor. Exception, a grade of P or S cannot be raised.
   B. A student must repeat a required course which was failed or dropped in his/her major. This may be done by repeating the course on campus or transfer of another course from another college “in lieu” of the campus course.
   C. A student may replace a non major course which is required for graduation by placing another course “in lieu” of it. The course which is to be entered “in lieu” of a previously taken course may be taken on campus or from another college.

8. RULES FOR I, W, X, S-F GRADES
   A. RULES FOR I GRADE
      1. An incomplete may be given only when circumstances leading to a student’s failure to complete course requirements are known to be beyond the student’s control. “I” may be given for extended illness, incapacity due to accident or situations producing unavoidable periods of absence from class or final exams. The form to be completed for an I grade is available in each Dean’s office.
      2. Student must meet requirements for the I graded course by the end of the 14th week of the following semester. If not made up it becomes an “F.” Extensions may be granted with agreement of Faculty member and approval of the Vice President for Academic Affairs.
      3. “I” grade is not computed in the Grade Point Average.
      4. Students with “I” in courses graded A-F are ineligible for honors, Dean’s List, President’s List.
      5. “I” will be assigned automatically by the computer center if no grade is reported by the faculty.
      6. An “I” grade which does not reflect the student’s actual achievement may be changed at a later date, thus qualifying the student for Dean’s List status. At this time, a retroactive Dean’s List letter should be issued.
   B. RULES FOR W GRADES
      1. Registrar’s Office assigns W, WP, WF grade to all courses when student is properly withdrawn from college.
      2. Students withdrawing prior to the drop deadline for courses will receive a grade of “W” for all courses. Students withdrawing after the drop deadline for a course will receive grades of “WP” (withdraw passing) or “WF” (withdraw failing) as assigned by the faculty.
      3. If a grade input document is received for a student who has not attended class for an extended period of time, any other legitimate grade may be given. Registrar’s Office will automatically change that grade to W once the student has properly withdrawn.
      4. If a student withdraws after completing a course of less than 15 weeks, the student’s Dean shall send a CHANGE OF GRADE to the Registrar after the end of the semester, in order to change the W grade back to the earned letter grade for the completed course.
   C. RULES FOR X GRADES
      1. The student may request a course drop after the fourth instructional day and before noon of the last instructional day of the 10th week of the semester.
      2. A course drop will result in an X grade on the student permanent record.
      3. A dropped course is not counted in total credits or in the calculation of grade point average.
   D. RULES FOR S-F GRADES
      1. Courses which may be graded either S (Satisfactory) or F (Failure) are designated as such when the course is proposed and approved.
      2. S-F courses are not calculated in the GRADE POINT AVERAGE.
      3. S-F courses with a grade of S are added into total credits earned for a degree.
4. A grade of F in a S-F course does not disqualify the student from Dean’s or President’s List.

9. **Academic Warning**
   A full-time student will receive academic warning when one or more of the following conditions occur:
   a. The student attains less than a 2.0 cumulative grade point average.
   b. The student attains less than a 2.0 semester average.
   c. The student fails or drops a required course that in the judgment of the School Dean or faculty advisor will significantly affect the student’s target graduation date.

   A student who received an “F” in a required course must repeat the course when it is next offered. If due to schedule limitations this is not possible, an equivalent course may be substituted with the permission of the School Dean.

   **Implementation:**
   1. The student will be given the specific reason for academic warning by letter, signed by the School Dean, along with a copy of the student’s academic record. A copy of the letter will be forwarded to the student’s advisor.
   2. The letter will instruct the student to contact his/her advisor or School Dean as soon as possible. The advisor or School Dean will take appropriate action to assist the student.

10. **Satisfactory Academic Progress**

   **Grade Point Average (GPA)**

   The Academic Review Committee and Dean of each School will evaluate students experiencing academic difficulty at the end of each semester. A student whose Grade Point Average falls below the level stated below will be subject to dismissal or warning.

<table>
<thead>
<tr>
<th>Semester</th>
<th>GPA Range</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>less than 1.0 GPA</td>
<td>dismissal</td>
</tr>
<tr>
<td></td>
<td>1.0 – 1.69 GPA</td>
<td>committee decision: academic warning or dismissal</td>
</tr>
<tr>
<td></td>
<td>1.7 – 1.99 GPA</td>
<td>academic warning</td>
</tr>
<tr>
<td>2nd semester</td>
<td>cumulative GPA of less than 1.5</td>
<td>dismissal</td>
</tr>
<tr>
<td></td>
<td>cumulative GPA of 1.50 – 1.99</td>
<td>committee decision: academic warning or dismissal</td>
</tr>
<tr>
<td>3rd semester and beyond</td>
<td>cumulative GPA of less than 2.0</td>
<td>committee decision: academic warning or dismissal</td>
</tr>
</tbody>
</table>

   **Implementation of Student Dismissal**

   1. The student will be given specific reason for dismissal along with a copy of the student’s academic record.
   2. Alternate choices for Readmission to Morrisville, if any, specifying the prerequisites and recommended date of readmission will accompany the academic dismissal letter.

   **Credit Hours Earned**

Last Update: August 2015
Suitable academic progress toward graduation also requires completion of at least (12) credit hours each semester within the framework of current warning and dismissal policies. A full-time student completing fewer than 12 credit hours in any semester will be considered for retention or dismissal by the appropriate academic review committee, regardless of cumulative grade point average. A part-time student will be subject to the same review as each 12 hours is completed.

11. **Guidelines for Conditional Semester**

1. The purpose of a conditional semester is to retain students we consider truly “marginal” and to enmesh them in a program that will improve academic success and retention.

2. Students falling into the category would have a maximum of three semesters to demonstrate academic progress.

   A) Students would be eligible for a conditional semester when their first semester GPA is between a 1.0 and 1.7

   B) In their second semester, students would be subject to these conditions:
      - Enroll for no more than 13 credits
      - Attain a 2.0 in a minimum of 12 credit hours of academic work
      - No adding/dropping courses after the start of the semester
      - Attend all lectures, labs, and class activities and
      - Complete all assignments as specified by instructors
      - Attend mandatory “lab” meetings for conditional semester students (see below, no.5)
      - Utilize appropriate resources such as the Academic Enrichment Center to improve grades

   C) Failure to meet these conditions will make the student eligible for dismissal when they violate their contract any time during the semester.

   D) Students who demonstrate satisfactory academic progress (a 2.0 semester average during their conditional semester) will be permitted to enroll for a third semester, retaking those courses that initially placed them in the conditional category (if they remain in their initial program of study and the courses in question are currently applicable).

   E) Those students who attain a 2.0 or better in the third semester will be permitted to continue.

3. Students initially placed in a conditional semester would not be eligible to change majors or schools, although in cases where students are felt to be inappropriately placed their course schedules will be altered to reflect interests/needs.

4. Part of the conditional semester contains a requirement to maintain a clean disciplinary record on and off campus. In addition, these students should be placed in “quiet study” residence halls but not otherwise segregated.

5. An important part of the conditional semester will be a regular weekly meeting in which these students will be reminded of class obligations and assisted to develop strategies for dealing with assignments, etc. Suggested point people for this “Conditional Lab” include RD’s, Counseling Center personnel, instructors, and Deans.
Procedures for Conditional Semester

1. Review of the academic performance of students falling into the category appropriate for conditional status by faculty and Dean of individual schools. Input should be solicited regarding contributing factors to poor performance, such as:
   - illness
   - attendance
   - academic skills
   - disciplinary problems
   - possible problems arising from Learning Disabilities or English as a Second Language
   - inappropriate course/program placement

2. Depending on the information obtained, students who seem to be candidates for conditional status should have their schedules designed to reflect the conditions of this status. In addition, placement and/or assessment testing could be administered to assure appropriate remediation.

3. Students granted conditional semester status should be contacted, the features of the program explained, and arrangements made (if necessary) for testing, etc.

4. Students must review and sign a contract outlining the features of the program and their responsibilities within it. A copy of this contract would also be sent to the parents of dependent students.

5. As part of the contractual process, students will also sign, but not date, a withdrawal form to be used in the event that they violate their contract.

12. Interim Grades

   Interim grades are date assigned at the six week point of a semester. Interim grades will be given, but there will be no academic warning or Dean’s list. Students with low grades at interim are encouraged to meet with their academic advisor.

13. Restrictions

   Students on academic warning may participate in extra-curricular activities. Those whose semester averages are below 1.49 will not be excused from classes. Those whose semester averages are between 1.5 and 1.79 may have approved absences only with permission of the School Dean.

   Student organizations will continue to place their own restrictions upon members who are on academic warning. They may impose standards higher, but not lower than those indicated above.

VII.H.1. Early Dismissal

A student may be dismissed from the campus, without refund, for poor academic progress.

   Poor academic progress is defined as:
• having a mid-semester GPA of 0.5 or less OR

• having a pattern of excessive absences in a majority of the courses a student is currently taking

VII.H.2. Academic Honors

**Presidents and Dean’s List**

Students who earn a grade point average of 4.0 and complete a minimum of 12 semester hours of course work will be placed on the Presidents List. Students who earn a minimum grade point average of 3.0 and complete a minimum of 12 semester hours of course work will be placed on the Dean’s list.

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

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

An “I” or “NR” grade which is subsequently changed may qualify the student for President’s list status. A retroactive President’s list letter will be issued by the President’s office upon receipt of a new transcript for the affected student. The transcript is to be forwarded to the President’s office by the Dean’s office upon receipt from the Registrar.

**Honors’ List**

Only graduating seniors are eligible and they must have a cumulative average at Morrisville of 3.0 or greater.

**Phi Theta Kappa List**

This list is produced by a signal that is entered by the Registrar at the directive of the Phi Theta Kappa advisor.

**Graduation Honors**

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

Recognition of baccalaureate graduates is given using the following designations:

- Summa cum laude (3.80 to 4.00 GPA)

Last Update: August 2015
Magna cum laude (3.65 to 3.79 GPA)
Cum laude (3.50 to 3.64 GPA)

Recognition of associate graduates is given using the following designations:

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

VII.H.2. The Grading System

Letter grades are used to evaluate student success in achieving the specific purposes of a course. The grading system designates: A, superior; B, above average; C, average; D, passing but unsatisfactory; F, failure; I, incomplete; W, withdrawal from college; WP, withdrawal from college passing; WF, withdrawal from college failing; P, passing; X, withdrawal from course; S, satisfactory; NP, not passing; NR, grade not reported by faculty.

Grade Point Average

The grade point average (g.p.a.) is a measure of academic performance, based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The grade point average is determined by dividing the number of quality points earned by the number of credit hours completed, as indicated by the following example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credit</th>
<th>Grade/Quality</th>
<th>Earned</th>
<th>Quality Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio</td>
<td>4</td>
<td>X</td>
<td>A (4)</td>
<td>= 16</td>
<td>34</td>
</tr>
<tr>
<td>Eng</td>
<td>3</td>
<td>X</td>
<td>B (3)</td>
<td>= 9</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>3</td>
<td>X</td>
<td>C (2)</td>
<td>= 6</td>
<td></td>
</tr>
<tr>
<td>Psych</td>
<td>3</td>
<td>X</td>
<td>D (1)</td>
<td>= 3</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>X</td>
<td>F (0)</td>
<td>= 0</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td></td>
<td>= 34</td>
<td></td>
</tr>
</tbody>
</table>

Quality Points Earned (34)  
----------------------------------------  = 2.13 Grade Point Average  
Credit Hours Completed (16)  

Last Update: August 2015
Courses graded I, X, S, P, F, W, NP, and NR do not yield quality points. Credits for these courses should not be added into the divisor in the GPA calculation.

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

**Grade Reports**

Grade reports are produced at the six (6) week interim period and at the end of each semester and record the student’s performance. Copies of the grade report are available to academic advisors on “Web for Faculty” at the Interim (6 week) point in the semester and at the end of the semester. Academic advisors should review interim grades with their advisees during the course selection period.

**Change of Grades**

Note: Four week and interim grades do not appear on student permanent record; therefore, grade changes are unnecessary.

I. Incomplete grades that Computer Services Center has automatically changed to F. See RULES FOR I, W, X, S-F Grades.
   A. Computer Services changes I grade to F for all courses which have not been completed from the end of the preceding term to the end of the 14th week of classes in the current term.
   B. Registrar sends individual notices to Dean at beginning of 9th week of classes for each preceding term student who will have I changed to F.
   C. Dean distributes notices to appropriate faculty members.
   D. Faculty reviews status of each student's course work and verifies F grade or changes F to some other grade. The faculty member may request and justify an extension of the I grade. Faculty signs the notice and returns it to the Dean.
   E. Dean reviews the notice, signs it and returns to Registrar.
   F. Registrar forwards petitions for extensions of I grade to the Provost and Vice President for Academic Affairs for approval.
   G. Registrar enters other changes from F to A, B, C, D, P, NP to student permanent record.

II. Other Grade Changes
   A. Student or Faculty member notifies Dean of incorrect grade.
   B. Dean acquires “Student Permanent Record Change” Form and fills in student name, major, student ID #. Dean or faculty member fills in the “Grade Change” line by listing course alpha prefix and course number, course reference number (CRN), course title, semester and year that course was taken, old grade and new grade. DO NOT ISSUE A “STUDENT PERMANENT RECORD CHANGE” FORM WITH A GRADE CHANGE TO A STUDENT!
   C. Instructor and Dean of Instructor’s school sign form and send it to the Registrar.
   D. Registrar signs and enters all grade changes for current or preceding term. Registrar sends grade change requests for courses taken prior to the preceding term (for courses taken at least two terms previously) to the Vice President for Academic Affairs for approval.
   E. Vice President for Academic Affairs acts on request and returns to Registrar.
   F. Registrar enters change and/or returns form to Dean of instructor’s school. If grade is changed, Registrar sends copy of change form to Dean of student’s school.
**Withdrawal from College**

I. Policy

Students may withdraw from college through the last day of classes.

A. Students are not allowed to withdraw from the current semester after the final day of classes.
B. Students withdrawing prior to the drop deadline for courses will receive a grade of “W” for all courses.
C. Students withdrawing after the drop deadline for a course will receive grades of “WP” (withdraw passing) or “WF” (withdraw failing) as assigned by the faculty.
D. Any student withdrawing after the 10th week of the semester will be unable to attend Morrisville State College the following semester unless the Vice President for Academic Affairs approves the re-admittance.

II. Procedure

A. A student withdrawal may be initiated in one of the following ways:
   1. Student expresses desire to depart by reporting to Dean’s Office.
   2. Student departs without notice and later requests an official withdrawal.
   3. Student is dismissed for disciplinary reasons.
   4. Student is dismissed for non-compliance with immunization requirements.

B. The Dean assists the student to fill out “Student Departure Form” when departure for remainder of term is deemed unavoidable. The actual departure date should be recorded on the date line at the upper right corner of the form.

C. The student hand carries the “Student Departure Form,” if possible, and secures signatures as indicated on the form. A properly withdrawn student will have a W grade on all courses for the semester. If the student has financial obligations to the college, the concerned office will place a “Hold” on the student’s transcript using the SOAHOLD screen and remove the hold when appropriate.

D. The last office listed on form is responsible for sending the form to Registrar’s Office.

E. The Registrar enters withdrawn status and reason on student permanent record. Registrar sends copy of “Student Departure Form” to School Office. Registrar submits list of departed students for campus-wide communication.

**Add/Delete a Course**

I. Terminology – A course is deleted by completely removing it from the student permanent record. Adding a course is simply the process of entering it on the student schedule.

II. Notes

A. During the first four class days of the semester, the student may add and/or delete courses using their Web for Students account.

B. A course may be added on and after the fifth class day when the student’s academic advisor considers it appropriate. See course drop/add below.

C. A course may be deleted on and after the fifth class day when the student’s academic advisor or dean certifies that the delete is required by administrative adjustment or error. See III below.

D. The student should be advised that deleting a course may:

Last Update: August 2015
1. not allow him/her to meet graduation requirements.
2. seriously jeopardize veteran’s benefits and financial aid. In some cases, repayment of benefits or aid is required by the federal government.

III. Procedure for Course Delete After the 5th Class Day

A. Student, academic advisor or dean identifies error or administrative need to delete a course.
B. Student must complete a Student Permanent Record Change Form (available in the Registrar’s Office and all school offices). Student is responsible for securing all signatures required on the form.
C. A delete/add fee will be charged per form, unless waived by the student’s academic dean.
D. If the fee is not waived, the student takes the completed form to the Student Accounts Office to pay the drop/add fee.
E. The student delivers the Student Permanent Record Change Form and a copy of their receipt (if necessary) to the Registrar’s Office.
F. The Registrar processes the add / delete as indicated and distributes copies of the form to the appropriate offices.

Add/Drop Course

I. Terminology – A course drop results in an X grade being recorded on the student permanent record for the course. Adding a course is simply the process of entering it on the student schedule.

II. Notes

A. During the first four class days of the semester, the student may add and drop (or delete) courses using their Web for Students account.
B. After the fourth class day and until noon of the last instructional day of the 10th week of the semester, the student may request a course drop. See III below.
C. A course which is graded X to signify that the student dropped the course is not included in total credits or GRADE POINT AVERAGE.
D. The student should be advised that dropping a course may:
   1. not allow him/her to meet graduation requirements.
   2. seriously jeopardize veteran’s benefits and financial aid. In some cases, repayment of benefits or aid is required by the federal government.

III. Procedure for Course Drop/Add

A. Student initiates course drop/add with his/her academic advisor.
B. The student completes the Student Drop/Add Course Form (available in the registrar’s office and all school offices) securing all the required signatures.
C. A drop/add fee will be charged per form, unless waived by the student’s academic dean.
D. If the fee is not waived, the student takes the completed form to the Student Accounts Office to pay the drop/add fee.
E. The student delivers the Student Drop/Add Course form and a copy of their receipt (if necessary) to the Registrar’s office.
F. The Registrar processes the add/drops as indicated and distributes copies of the form to the appropriate offices.

VII. CLASS ATTENDANCE POLICY.

1. Students are expected to attend all scheduled classes and laboratories. However, special
circumstances such as illness, religious holidays, travel difficulties, family emergencies and active participation in college-sponsored events may make certain absences unavoidable. In such instances, students should notify instructors of these special circumstances.

2. Each instructor will distribute an attendance policy statement, defining excessive absences, the first week of classes each semester. These will be approved by the appropriate Dean to assure no conflict between individual attendance policies and college policy; copies will be on file in the instructor’s school office. Students are responsible for understanding the attendance policy (including procedures for making up missed work) of each of their instructors.

3. When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor will notify the student’s Dean, who will issue a warning to the student. An instructor may initiate discussion to determine the advisability of the student’s dropping or continuing the course in which excessive absences have occurred.

4. A faculty member can suspend a student from class or laboratory for disruptive behavior, that is, for actions which interfere with the orderly conduct of the session or which threaten bodily harm to others. All such cases must be referred immediately to the student’s Dean, with a full report. If the student cannot be reinstated in the class or laboratory within one week of the day of suspension, the case must be referred to the Vice President for Academic Affairs for resolution.

5. Extended, unavoidable absences will usually result in student withdrawal from college. However, in unusual situations where the student indicates a desire and an ability to complete course work even though away from campus, he/she may petition his/her Dean for permission to continue academic work. The Dean will then consult with the student’s instructors and, on the basis of these consultations, advise the student to withdraw from college, to drop courses, or to finish courses under the supervision of consenting instructors.

6. Although regular class attendance will not guarantee passing grades, irregular attendance will usually have an adverse effect upon them. Because final student evaluation is based upon measurable academic achievement, however, instructors will not lower final grades solely on the basis of absences.

VII.J. CLASS CANCELLATION POLICY.

The college has developed a web based class cancellation system which will provide faculty the ability to communicate a cancellation to their students by directly posting a class cancellation notices on the Morrisville website. The system does not diminish or replace the need for faculty to communicate a planned or otherwise unavoidable absence to their School Dean even if alternative arrangements have been made. This system is intended for class cancellations only and should not be used for other purposes.

1. You are now able to log in to the cancellation system (located at http://cancellations.morrisville.edu) and post your own class cancellations. Your campus username and password (used for networking and email) should be used to log in.

2. Once you log in, a web form will request some basic information about your cancellation (your school, the date of the cancellation, and which classes are being cancelled). If you wish, you may also post a public note to your students which will appear on the website and a private note which will be emailed to your school office, your dean, and the ICS department.

3. When your cancellation is ready, press the “submit” button and it will be entered in to the system to be posted on the website.

4. Classes posted through this system will be automatically displayed on the college website (http://www.morrisville.edu/cancellations) on the date for which they are scheduled.
Cancellations posted on the same day for which they are scheduled will appear on the website immediately.

5. When you submit a cancellation, an email will be generated to your school office, your dean, and the ICS department. This email will serve as a notification to the school office that you have submitted a cancellation, and will serve as a notice to the ICS office that your cancellation should be added to the Information Channel (Channel 2).

6. Please note that this system is not intended to be a substitute for any additional required paperwork or notifications that your school office may require.

7. If you do not have access to an internet connection or are otherwise unable to use this system yourself, you should call your school office, and they will be able to post the cancellation for you.

A link to the cancellation system has been placed in the “Web for Faculty” area. This link serves as a secondary means of reaching the cancellation system in case you are unable to recall the direct address.

VII.K. MID-TERM EXAMS AND GRADES

The interim marking period normally comes at the end of the sixth week of classes each semester. Whether or not a special interim examination is to be given is left to the discretion of each instructor; regular class time is to be utilized for this purpose.

VII.L. FINAL EXAM POLICY

The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. This policy would not apply to exams where special facilities are required, i.e. Lab practicals, horse riding evaluations, etc. These unique cases should continue to be scheduled as facilities permit, adhering to the above whenever possible.

Each Faculty will submit final exam requests to the Registrar’s Office. This will take place early each semester so the final exam schedule is available prior to mid-term.

[From APPENDIX AA -The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. This policy shall not apply to exams where special facilities are required, i.e. lab practicals, horse riding evaluations, etc. These unique cases should continue to be scheduled as facilities permit, adhering to the above whenever possible.

Each school dean will submit final exam requests to the registrar's office. This will take place early each semester so the final exam schedule is available prior to mid-term.]

VII.M. ACADEMIC GRIEVANCE SYSTEM

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

Section I – Scope

A. For the purposes of this proposal, a grievance shall be a complaint of the following:
   1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the college, school, or curriculum.
   AND/OR
   2. Unfair or inequitable treatment by reason of any act or condition which is contrary to established policy or practice governing or affecting a student of this college.
   AND/OR
   3. Prejudiced, capricious, or manifestly unjust academic evaluation.

B. To facilitate this procedure the following general guidelines are provided:
   1. A grievance complaint must be initially presented within 21 calendar days of the alleged grievance excluding any intersession and/or vacation.
   2. A grievance complaint must be initiated by the individual affected.
   3. Any student may present a grievance complaint, subject to these guidelines.
   4. If any grievance complaint originates at the department level or higher, an informal settlement should be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.

Section II – The Grievance Structure

A. Step 1 – The Department Level (It is recognized that many grievances are merely faculty-student misunderstandings and can be settled at this level. Therefore, in the interest of informal settlement, this step has not been significantly altered from the present system.)
   1. In the case of grievance a student has with a faculty member, the student should attempt an informal settlement with the faculty member. There may be instances when the student feels that s/he needs to involve his advisor or department chairperson in a specific case.
   2. If no mutually satisfactory informal settlement can be reached with the faculty member, then the student may file a written statement of his grievance with the chairperson of the department in which the grievance occurred. The chairperson shall hold an informal meeting with the student and the faculty member, and make a decision within one week after the meeting.
   3. If either party is dissatisfied with the decision made by the chairperson, it is the responsibility of the chairperson to inform both parties of the next possible recourse, namely, to appeal the decision to the Dean of the school in which the curriculum is located. Intent to appeal should be filed, in writing, in the office of the School Dean within 10 days after receipt of the department chairperson’s decision.
   4. If the grievance is initially with a department chairperson, then the student should attempt an informal settlement with that individual. If no mutually satisfactory decision can be reached, then the grievance should be filed with the School Dean as outlined above.

B. Step 2 – The School Level

   1. Should either party be dissatisfied with a decision at the department level, the grievance may be brought, in writing, to the office of the School Dean in which grievance occurred, within 10 days after receipt of the department chairperson’s decision. The chairperson should make available all information relating to the case, his/her decision regarding the case and reasons
for the decision, and forward statements, arguments, etc., from both parties involved in the case.

2. The School Dean should convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is mutually agree-able to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance should be handled in some other mutually acceptable manner. It shall be the responsibility of the School Dean to make these alternatives known to all parties involved in the case.

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

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

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

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

D. Step 3 – The Academic Grievance Tribunal

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

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

3. Composition
   a. Faculty – There shall be three faculty members chosen by the faculty member involved in the dispute from a list of 20 faculty members supplied by the Vice President for Academic Affairs of the College.
   b. Students – There shall be three student members chosen by the student involved in the dispute from a list of 20 students supplied by the Provost and Vice President for Academic Affairs of the College.
   c. Administrator – The Vice President for Academic Affairs shall be the administrative representative on the Tribunal. The administrative representative shall also serve as chairperson of the Tribunal. The chairperson will have a tie-making or breaking vote.

4. Procedures
   a. In all cases arising from an appeal, the appellant shall submit written arguments within ten days of the filing of his notice to appeal.
   b. A copy of said arguments shall be filed with the Vice President for Academic Affairs and a copy sent to the respondent.
   c. The respondent then may file written arguments within ten days of receipt of the appellant’s arguments, one copy to be submitted to the Vice President for Academic Affairs, and one copy to the appellant.
   d. Upon being notified by the Vice President for Academic Affairs of a pending appeal, the School Dean shall forward all records of his findings and recommendations, and the reasons for the decisions, to the Vice President for Academic Affairs.
   e. The Vice President for Academic Affairs shall invite both the appellant and the
respondent to choose the faculty and student membership for the Academic Grievance Tribunal. Both the appellant and the respondent shall have the opportunity to challenge any member of the Tribunal and to have that individual removed from the Tribunal if cause can be established. The Vice President for Academic Affairs or the President of the College shall determine whether or not cause has been established in each case.

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

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

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

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

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

VII.N. COURSE AUDIT

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

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

VII.O. SPECIAL PROJECT GUIDELINES

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

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

Students registering for three one credit Special Projects must do so by the end of the first week of the semester; students registering for two one credit Special Projects must do so by the end of the fifth week of the semester; and students registering for a single one credit Special Project must do so by the end of the tenth week of the semester.
First semester students are not restricted from registering for a Special Project. However, this course offering assumes that the student possesses a certain degree of academic maturity. For some students, it may not be in their best interest to register for a Special Project during their first semester of study.

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

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

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

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

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

VII.P. CONTINUING EDUCATION

The College offers continuing education courses during the fall, winter, spring, and summer semesters at both the main and Norwich campuses. For information on continuing education or summer courses, contact either the Registrar’s office or the Norwich campus.

Campus faculty interested in teaching a continuing education or summer or winter school course should notify their Dean. They will be given first consideration to teach through the Norwich Campus, or summer school. The appropriate academic deans will review all requests for employment in continuing education or summer school and recommend those to be employees to the Vice President for Academic Affairs.

VII.Q. RESIDENCY REQUIREMENTS.

VII.Q.1. Associate Degree Programs

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

• The following types of successfully earned credits shall contribute toward a student’s residency requirement:
  - Any Morrisville credits earned from courses taught on or off the campus
  - Any distance learning courses originating or received at Morrisville

• The following types of credits will not contribute toward a student’s residency requirement:
  - Credits transferred from another institution
  - Credit awarded for successful completion of a course examination

Last Update: August 2015
• Specific program majors may require up to 15 of the 30 credits in selected Morrisville courses

• Students entering the RN program with previous LPN status are required to complete a minimum of 21 credit hours at Morrisville.

VII.Q. 2. Baccalaureate Degree Programs

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

• The following types of successfully earned credits shall contribute toward a student’s residency requirement:
  - Any Morrisville credits earned from courses taught on or off the campus
  - Any distance learning courses originating or received at Morrisville

• The following types of credits will not contribute toward a student’s residency requirement:
  - Credits transferred from another institution
  - Credit awarded for successful completion of a course examination

• Upper division courses include 300 to 400 level designated courses

VII.R. STATUTE OF LIMITATIONS ON DEGREE COMPLETION.

Return After an Absence from the College:

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

Transfer Courses from Another College:

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