

# **ACADEMIC RULES**

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**2017-2018**

**Syracuse University**

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# Academic Rules

This is the official version of the academic rules of Syracuse University effective for the 2017-2018 academic year. The general rules contained in this section also apply to graduate students. Additional rules specific to graduate students appear in the Graduate Course Catalog in the section titled Academic Rules and Regulations for the Graduate School. Both undergraduate and graduate students will find that their individual school/college/department has additional rules that apply. In the case of graduate students, these rules may be more restrictive than the general University rule.

## Additional Sources for Information

There are a number of other sources for information and rules that are important for students. They include, but are not limited to, the following:

Syracuse University Policies  
Financial Aid  
Student Handbook  
SU Abroad  
Tuition, Fees & Related Policies

Also see school, college, and academic department materials and websites.

## Academic

### 1.0 Academic Integrity

Syracuse University's Academic Integrity Policy and procedures are administered by the Center for Learning and Student Success (CLASS) in the Division of Academic Affairs in collaboration with the schools and colleges. (See supplemental policy and procedures for the College of Law).

### 2.0 Attendance in Classes

Attendance in classes is expected in all courses at Syracuse University. Students are expected to arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi. Students should also review the university's religious observance policy and make the required arrangements at the beginning of each semester.

### 3.0 Academic Renewal

Undergraduate students who are returning after an absence of seven years and are readmitted or admitted (for previously non-matriculated students) to Syracuse University with a cumulative GPA of less than 2.0 may apply for academic renewal. Academic renewal removes previously taken classes from calculation, allowing the student a fresh start of his/her academic career. Before applying for academic renewal, the student should discuss academic consequences with an advisor in his/her school/college and discuss the process of academic

renewal with a financial aid counselor if receiving or planning to apply for financial aid.

During the first semester of re-admission or admission, a student must complete a contract with his/her school/college no later than the midterm date of that semester, as published in the academic calendar. Schools/colleges review main campus students' academic renewal requests at the end of the first semester. Unless otherwise noted in the table below, a minimum semester GPA of 2.5 is required for a full-time course load with no I, F, NA, P, V, WD, or missing grades. University College students must complete 12 credits within two years (four consecutive fall and spring semesters) and must have attained a minimum cumulative GPA of 2.5, with no I, F, NA, P, V, WD, or missing grades.

If the student is approved for academic renewal all classes taken during the semester prior to the readmission will be flagged with the code "ar" and removed from the calculation in the cumulative credits and grade point average. If a previously taken class has a passing grade that can be used toward the degree program it may be brought in as transfer credit from the SU Undergraduate Record. If a student does not meet his/her school/college requirements for academic renewal at the time of review, the student may not petition again.

## School/College Rules

|                            |  |
|----------------------------|--|
| Education                  | A GPA of 3.0 is required for the first semester (full-time students) or first 12 credits (University College students).          |
| Public Communication       | Only students who have attempted no more than 30 credits or the equivalent of two full semesters may apply for academic renewal. |
| Sport and Human Dynamics   | A GPA of 3.0 is required for the first semester (full-time students) or first 12 credits (University College students).          |
| Visual and Performing Arts | A 2.8 GPA is required for the first semester (full-time students) or first 12 credits (University College students).             |

### 4.0 Student Academic Work

Student work prepared for University courses in any media may be used for educational purposes, if the course syllabus makes clear that such use may occur. A student may grant permission to have his/her work used in this manner by registering for, and by continuing to be enrolled in, courses where such use of student work is announced in the course syllabus.

After the student has completed such courses, any further use of the student's work will meet one of the following conditions: the work will

be rendered anonymous by removing all of the student's personal identification; or written permission from the student will be secured.

As a generally accepted practice, dissertations, graduate theses or research projects, honors theses, or other capstone projects submitted in partial fulfillment of degree requirements are placed in the library, University Archives, or department for public reference.

## 5.0 Research Involving Human or Animal Subjects

Syracuse University's Office of Research Integrity and Protections supports the institution in ensuring the University's solid commitment to compliance with all applicable regulations and accreditation standards.

The Office of Research Integrity and Protections provides assistance to faculty, staff and students who are working with animals or humans in research and provides administrative support for the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). The policies for course related student projects may be found at <http://orip.syr.edu/human-research/policy-for-student-projects/policy-for-student-projects.html> and <http://orip.syr.edu/animal-research/Policies-and-Regulations/policies-and-regulations.html>

## Academic Record

### 6.0 Transcript

Syracuse University maintains a permanent academic transcript showing complete course and grade-earned information for every student, matriculated or non-matriculated, who takes coursework through any Syracuse University program. The transcript may not be modified or selectively deleted for any reason, including ignorance of deadlines or academic rules. Once a degree is conferred, the transcript may not be changed except for subsequently discovered fraud or academic dishonesty, assessments that more accurately represent academic work completed prior to degree certification, or to correct administrative error. In extreme cases, such changes may include the rescinding of a degree.

Transcripts of courses taken and degrees received at Syracuse University are maintained by the Office of the Registrar in accordance with the policies of the American Association of Collegiate Registrars and Admissions Officers. Official transcripts show the entire record of all coursework, both undergraduate and graduate, matriculated and non-matriculated. Undergraduate and graduate transcript records print separately, but are issued together for students with more than one Syracuse University academic career. Coursework is displayed chronologically within each career record, with one GPA calculation for the career. However, within that distinction the transcript is not degree-specific: i.e., it does not designate courses that apply to multiple specific degree programs at the same level. Such information

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may only be obtained from the student's school/college for undergraduate degrees; the academic department for graduate programs; or the College of Law for law degrees.

All courses taken at Syracuse University Abroad centers are listed on students' transcripts. Credit hours and grades are computed in the GPA in the same manner as any other Syracuse University courses. Courses taken through SU Abroad at foreign institutions and approved for Syracuse University credit are listed on students' transcripts with credit hours and grades computed in the GPA in the same manner as any other Syracuse University course.

Syracuse University does not maintain a transcript record of Syracuse University courses taken by The State University of New York College of Environmental Science and Forestry (ESF) students. For ESF students, ESF is the college of record. ESF courses taken by matriculated Syracuse University students appear on the Syracuse University transcript and calculate in the same way as Syracuse University courses, except for graduate students admitted to concurrent master's degree programs.

Syracuse University cannot provide copies of transcripts it has received from other institutions to third parties. Students must request transcripts from the originating institution.

Syracuse University reserves the right to withhold copies of transcripts of students who have unfulfilled financial obligations to the University or by request of the Office of Student Rights and Responsibilities.

Access to transcripts and other student records is protected by the Family Educational Rights and Privacy Act.

## 7.0 Courses

### Course Numbering System

The present system of numbering courses prescribes that all courses use three digits to indicate the course level and/or type of course, and a three-letter subject to indicate the department or college as follows:

|   |         |
|---|---------|
| Remedial, developmental, and noncredit courses                              | 000-099 |
| First-year-level courses  | 100-199 |
| Sophomore-level courses   | 200-299 |
| Junior- and senior-level courses  | 300-499 |
| Joint undergraduate- and graduate-level courses                             | 500-599 |
| First-year graduate-level courses   | 600-699 |
| Second- and third-year graduate-level courses                               | 700-899 |
| Readings, research, and individual study courses at the doctoral level only | 900-996 |
| Master's thesis   | 997     |
| Individualized study at the graduate level                                  | 998     |
| Doctoral dissertation   | 999     |

## 8.0 Credit

The unit of credit at Syracuse University is the semester hour. Each semester hour represents one class period of 50 minutes per week for 15 weeks, or the equivalent. Laboratory or field courses require a minimum of two or three class periods a week for each credit hour.

Certain options for credit that may apply toward a student's degree and certificate program include: transfer credit, experiential learning, external exams, and restricted graduate credit. Students should confer with their academic advisors for a complete overview of credit requirements needed to fulfill their degree or certificate requirements.

## 8.1 Advanced Credit Examinations

Advanced Credit Examinations provide matriculated students the opportunity to be tested on, and to receive credit for, knowledge and skills already achieved that would be covered by regular Syracuse University courses. A student must discuss the request with the appropriate academic department for approval to take an Advanced Credit Exam. The department is under no obligation to approve the request. Approval by the student's academic advisor, appropriate department chair, and home school/college is required in order to take an Advanced Credit Examination. The student must earn a grade of C or higher to pass the exam. Advanced Credit Exams count toward the 30 semester hours maximum credits that will be accepted from a combination of Advanced Credit Exams, experiential learning, extra-institutional credit, and external examination programs toward the total number of credits required for graduation.

The exams are administered and graded by faculty. Each Advanced Credit exam carries a fee, at an amount published each year in "Tuition, Fees, and Related Policies." For undergraduates, the student's school/college may accept a maximum of 30 semester hours from a combination of Syracuse University advanced credit exams and any other credit (e.g., AP exams, experiential learning). Advanced Credit Exams

- must be associated with Syracuse University course subjects and numbers
- are not appropriate for all courses, such as Selected Topics and those that require a Proposal for Independent Study;
- may not be applied to the residency requirement;
- may not be taken in a course for which credit was already earned;
- are not considered as retaken courses for flagging purposes
- will be removed from the official transcript if an equivalent course is subsequently taken at Syracuse University and passed;
- are recorded on the transcript by credit hours and grade, and contribute to total credit hours earned and cumulative degree GPA; and
- a maximum of 66 credits from a combination of credit from a two-year college and any other credit (e.g., AP exams, experiential

learning) will be accepted.

## 8.1.3 Credit for Extra-Institutional and Experiential Learning, and External Examination Programs

Following University rules and program requirements, Syracuse University schools/colleges and graduate departments may award credit for various external examinations and other types of extra-institutional and experiential learning. Such credit is evaluated only for the degree or certificate program to which the student is admitted, and may change if the student moves into a different Syracuse University program. Credit is evaluated using the guidelines of the American Council on Education and the Council for Advancement of Experiential Learning, as well as institutional assessment. See TABLES A, B, and C below for a listing of undergraduate-level exams that may qualify. For examinations or subject areas not covered in the listing below, the student should contact his/her school/college or appropriate department to determine whether credit may be considered or if the student is a candidate for an Advanced Credit Examination. A student should also contact his/her school/college to discuss other types of non-institutional experience, such as the military, business, or government, which may qualify for credit.

Undergraduate credit may also be awarded for some matriculation examinations and post-secondary educational experiences offered in other countries. Decisions about awarding such credit are made by the student's school/college during the admissions process.

## 8.1.4 Portfolio Review

Credit may be granted for studio work applicable toward professional degrees in the College of Visual and Performing Arts and the School of Architecture upon departmental evaluation of the portfolio.

## 8.1.5 External Examinations

*College Board Advanced Placement (AP) and College Level Examination Program (CLEP)*  
The student's home school/college uses the rules in effect at the time the student matriculates at Syracuse University in order to evaluate and accept degree-program credit for AP and CLEP exams. The academic unit with principal responsibility for the examination subject recommends the minimum score for credit and Syracuse University course equivalency; however, the student's home school/college may have higher score requirements and/or different qualifications, both for awarding credit and meeting degree requirements.

## Academic Rules

### TABLE A College Board Advanced Placement Examinations

| Exam Subject/Title                        | Minimum Score | Awardable Credit | Equivalent SU Course                              | Recommending School/College      | Additional School/College Requirements or Qualifications   |
|---|---------------|------------------|---|----------------------------------|--|
| Art/2-D Design                            | 5             | 3                | Studio Elective                                   | Visual and Performing Arts       | <i>Visual and Performing Arts</i> Does not count toward Art, Design or Transmedia required first-year studio courses   |
| Art/Drawing                               | 5             | 3                | Studio Elective                                   | Visual and Performing Arts       | <i>Visual and Performing Arts</i> Does not count toward Art, Design or Transmedia required first-year studio courses.  |
| Art History                               | 3             | 6                | HOA 105,106                                       | Arts and Sciences                |  |
| Biology                                   | 4             | 8                | BIO 121, 123, 124                                 | Arts and Sciences                | Pre-health students should consult with their college advisor before accepting AP credit for Biology, Chemistry or Math.   |
| Chemistry                                 | 3 or 4<br>5   | 3<br>8           | CHE 103<br>CHE 106/107<br>and CHE 116/117         | Arts and Sciences                | <i>Arts and Sciences</i> Only a score of 5 counts as a sequence in natural sciences and mathematics. Pre-health students should consult with their college advisor before accepting AP credit for Chemistry.   |
| Chinese                                   | 3<br>4        | 4<br>4           | CHI 102<br>CHI 201                                | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than CHI 102 (with a score of 3) or CHI 201 (with a score of 4 or 5) on the placement exam.   |
| Comparative Government and Politics       | 4             | 3                | PSC 123   | Arts and Sciences                |  |
| Computer Science A or Computer Science AB | 3             | 3                | CPS 196   | Engineering and Computer Science | <i>Engineering and Computer Science</i> Students will receive this credit only upon approval of their department chair.  |
| English Language and Composition          | 4             | 6                | WRT 105-205                                       | Arts and Sciences                |  |
| English Literature and Composition        | 4             | 6                | ETS 151 (or 117 or 118 or 152 or 153) and WRT 105 | Arts and Sciences                | <i>Arts and Sciences</i> Students scoring 4 or better will receive 3 credits for ETS 151. Such students who subsequently elect to take ETS 151 may transfer the credit to one of the following: ETS 117, 118, 152, or 153. Three additional credits are awarded for WRT 105. |
| Environmental Science                     | 3             | 3                | EAR 200   | Arts and Sciences                |  |
| European History                          | 4             | 6                | HST 111, 112                                      | Arts and Sciences                |  |
| French Language and Culture               | 3             | 4                | FRE 102   | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than FRE 102 on the placement examination.  |
| German Language and Culture               | 3             | 4                | GER 102   | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than GER 102 on the placement examination.  |
| Human Geography                           | 4             | 3                | GEO 105 or 171                                    | Arts and Sciences                |  |
| Italian Language and Culture              | 3             | 4                | ITA 102   | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than ITA 102 (with score of 3).   |
| Japanese Language and Culture             | 3<br>4        | 4<br>4           | JPS 102<br>JPS 201                                | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than JPS 102 (with a score of 3) or JPS 201 (with a score of 4 or 5) on the placement examination.  |
| Latin                                     | 3<br>4<br>5   | 4<br>4<br>7      | LAT 102<br>LAT 201<br>LAT 201, 320                | Arts and Sciences                | <i>Public Communications</i> Must also place into level higher than LAT 102 (with a score of 3) or LAT 201 (with a score of 4 or 5) on the placement examination.  |
| Macroeconomics                            | 4             | 3                | ECN 102   | Arts and Sciences                |  |
| Mathematics-Calculus AB                   | 3<br>4        | 3<br>6 or 4      | MAT 285<br>MAT 285<br>and 286 or MAT 295          | Arts and Sciences                | <i>Engineering and Computer Science</i> Four credits awarded for MAT 295 only, pending results of the math placement examination.  |

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|                                       |        |             |                                       |                   |  |
|---------------------------------------|--------|-------------|---------------------------------------|-------------------|--|
| Mathematics-Calculus BC               | 4      | 8           | MAT 295, 296                          | Arts and Sciences | Engineering and Computer Science Up to 8 credits awarded for MAT 295 & MAT 296 , [AKF1] pending results of the math placement examination.                 |
| Mathematics-Calculus BC-AB sub score  | 3<br>4 | 3<br>6 or 4 | MAT 285<br>MAT 285 and 286 or MAT 295 | Arts and Sciences | Credit not awarded for both Calculus BC exam and its AB subscore.  |
| Mathematics Level II*                 | 4      | 4           | MAT 194                               | Arts and Sciences |  |
| Microeconomics                        | 4      | 3           | ECN 101                               | Arts and Sciences |  |
| Music Theory                          | 3      | 3           | HOM/MTC 125,                          | Arts and Sciences | Awarded for non-music majors only.   |
| Physics I                             | 3      | 4           | PHY 101                               | Arts and Sciences |  |
| Physics II                            | 3      | 4           | PHY 102                               | Arts and Sciences |  |
| Physics B                             | 3      | 8           | PHY 101, 102                          | Arts and Science  | Education (Inclusive) will accept a score of 3 only after a grade of B+ or higher is earned in an SU lab/ science course.                                  |
| Physics C (Electricity and Magnetism) | 3      | 4           | PHY 102 or 212, 222                   | Arts and Sciences |  |
| Physics C (Mechanics)                 | 3      | 4           | PHY 101 or 211, 221                   | Arts and Sciences |  |
| Psychology                            | 4      | 3           | PSY 205                               | Arts and Sciences |  |
| Spanish Language                      | 3      | 4           | SPA 102                               | Arts and Sciences | Public Communications Must also place into level higher than SPA 102 on the placement examination.   |
| Spanish Literature                    | 3<br>4 | 4<br>4      | SPA 102<br>SPA 201                    | Arts and Sciences | Public Communications Must also place into level higher than SPA 102 (with a score of 3) or SPA 201 (with a score of 4 or 5) on the placement examination. |
| Statistics                            | 3      | 3 or 4      | MAT 221                               | Arts and Sciences | Management Credit accepted as MAS 261.   |
| U.S. Government and Politics          | 4      | 3           | PSC 121                               | Arts and Sciences |  |
| U.S. History                          | 4      | 6           | HST 101, 102                          | Arts and Sciences |  |
| World History                         | 4      | 6           | HST 121, 122                          | Arts and Sciences |  |

\* Exam offered in Puerto Rico only.

### TABLE B CLEP Examination Credit

| Exam Subject/Title    | Minimum Score                       | Awardable Credit | Equivalent SU Course      | Recommending School/ College |
|-----------------------|-------------------------------------|------------------|---------------------------|------------------------------|
| American Literature   | 50                                  | 3                | ETS 118                   | Arts and Sciences            |
| French Level I        | 50, plus passing of oral test at SU | 4                | FRE 101                   | Arts and Sciences            |
| French Level II       | 62, plus passing of oral test at SU | 4                | FRE 102                   | Arts and Sciences            |
| General Biology       | 70                                  | 8                | BIO 121, BIO 123, BIO 124 | Arts and Sciences            |
| General Chemistry     | 50                                  | 6                | CHE 106, 116              | Arts and Sciences            |
| German Level I        | 50, plus passing of oral test at SU | 4                | GER 101                   | Arts and Sciences            |
| German Level II       | 63, plus passing of oral test at SU | 4                | GER 102                   | Arts and Sciences            |
| History of U.S. I, II | 50                                  | 6                | HST 101, 102              | Arts and Sciences            |
| Political Science     | 50                                  | 3                | PSC 121                   | Arts and Sciences            |
| Spanish Level I       | 50, plus passing of oral test at SU | 4                | SPA 101                   | Arts and Sciences            |
| Spanish Level II      | 66, plus passing of oral test at SU | 4                | SPA 102                   | Arts and Sciences            |
| Western Civilization  | 50                                  | 6                | HST 111, 112              | Arts and Sciences            |

International Baccalaureate (IB) Credit for Higher Level IB examinations completed with a grade of 5 or higher will be awarded as indicated in Table C. No credit will be awarded for IB Standard Level exams or additional requirements.

## TABLE C International Baccalaureate Credit

| IB Higher Level Examination      | Minimum Score | Syracuse University Credit   |
|----------------------------------|---------------|--|
| Biology                          | 5             | 8 credits - BIO 121, 123, 124  |
| Business and Management          | 5             | 6 credits lower division; free elective only   |
| Chemistry                        | 5             | 7 credits - CHE 103 and 113  |
| Economics                        | 5             | 6 credits - ECN 101 and 102  |
| English                          | 5             | 6 credits - WRT 105 and by petition either ETS 151 & ETS 153   |
| Foreign Languages                | 5             | No credit awarded. Exemption from basic and continuing skills in foreign languages according to performance on proficiency examination administered by the department. |
| Geography                        | 5             | 6 credits - GEO 105 and 273  |
| History                          | 5             | 6 credits lower division   |
| Mathematics                      | 5             | 6 credits - Quantitative skills  |
| Philosophy                       | 5             | 6 credits - PHI 191 and 197  |
| Physics                          | 5             | 8 credits - PHY 101, 102   |
| Psychology                       | 5             | 6 credits - PSY 205 and 274  |
| Social and Cultural Anthropology | 5             | 6 credits - ANT 111 and 121  |

## 8.2 Undergraduate and Graduate Coursework

Undergraduate (matriculated or non-matriculated) students who would like to take graduate-level courses at Syracuse University that would apply toward a future Syracuse University graduate degree or certificate program, must petition to register for these courses. Such courses will earn “restricted graduate credit” until the student registers as a matriculated Syracuse University graduate student.

After the student matriculates, and with an approval of a petition, the graduate credits earned while an undergraduate will be transferred into the graduate record, subject to the conversion to graduate credit rules, as a block of credit hours. These credits will not be applied toward the Syracuse University undergraduate degree. They will be flagged on the undergraduate section of the transcript and removed from calculations there. Under no circumstances will grades earned in these flagged courses calculate in either the undergraduate or graduate GPA.

A graduate course taken by an undergraduate is recorded on the undergraduate section of the transcript, and the course counts toward overall undergraduate credit and GPA calculations. However, a graduate-level course neither fulfills undergraduate degree requirements (unless it has specifically been approved for that purpose, either as part of the degree program’s requirements or by petition prior to registration), nor does it count toward calculations for certification, e.g., for University honors.

No credit that is applied to the undergraduate degree may be applied also to the graduate degree, unless such double-counting falls under the explicit articulation of a combined bachelor’s and master’s degree program that has been approved by and registered with NYSED. Credit

applied to an undergraduate major or minor may only be shared with one other major or minor. Credit may not be triple counted.

### 8.2.1 Calculation of Credit Hours

The following calculate toward cumulative credit and grade totals on the student’s academic transcript: letter grades and Incompletes; and A course in which a “Pass (P)” was earned is included in total earned credits but not grade point calculations.

Calculations made by schools/colleges to determine progress toward degree requirements may exclude courses appearing on the student’s transcript that are not applicable to the specific degree program. As noted under the flagging rules, courses may be removed from calculation under certain circumstances. With the approval of the student’s home school/college, the student may apply as free elective credit up to six credit hours of college-level remedial and developmental courses (numbered 000-099) in which a passing grade was earned toward degree requirements.

### 8.2.2 Retaking Courses

Some programs require the retaking of courses in which unsatisfactory grades (as defined by the program) were earned. Retaking courses may also be prohibited under certain circumstances.

- *Language courses:* A course cannot be retaken once you have successfully completed a higher level course in the same language.
- *Mathematics courses:* A course cannot be retaken once you have completed a higher level course in the same mathematics curriculum sequence with a grade of C or better.

Table D describes other rules for undergraduates

who want to retake courses. Also see “Flagging Courses That Have Been Retaken” Note that retaken courses may not count toward eligibility and satisfactory progress requirements for certain types of financial aid awards.

### 8.2.3 Flagging (Removing Courses from GPA, Credit and Degree Calculation)

When certain requirements are met, courses may be “flagged,” which excludes them from GPA and semester and cumulative credit hour totals. The flag symbol is noted on the official transcript. Flagging a course may affect financial aid eligibility e.g., flagging a course in which a passing grade was earned may alter the calculation of satisfactory progress. For additional information, students should see their financial aid counselor.

Once a student’s degree has been awarded, the student may not request to flag courses taken before the degree date.

### 8.2.4 Flagging Courses That Have Been Retaken

To qualify for flagging, both the original and subsequent course must be taken at Syracuse University and have the same course subject and number. International courses offered through SU Abroad may qualify for flagging even though their titles and numbers may not be identical to the courses retaken on main campus. To qualify, the relevant academic department must determine that the international courses are comparable to the ones retaken on main campus. A school/college may prohibit the student from flagging a lower level course after the student has completed a higher level course in the same subject with a passing grade. If a course is no longer offered under the same subject and/or number, the student must petition the school/college in advance to retake the course that is a close equivalent in content and level. Certification by the academic department that the course is a close equivalent--not just a substitution for the degree requirement--is required. Except as noted in **TABLE D**, only the credits and grade received in the second course will count.

- Both the original course and the retaken course remain on the student’s official transcript.
- A course is repeatable if it may be retaken and counted more than once toward fulfillment of degree requirements. A student may not flag courses designated as repeatable, since course content is different each time the course is offered. The following are exceptions:
- Selected Topics courses (with numbers ending in “00”) may be flagged if they have exactly the same title
- Proposal for Independent Study courses may be flagged when the course subject, number, description, and requirements are the same
- Advanced Credit exams or courses that merely substitute for a degree requirement are not considered to be retaken courses for flagging purposes.

Courses that have been retaken will be flagged according to the following school/college rules.

## TABLE D Retaken Courses and Flagging Rules

| School/College                   | Retaken Course Rule  | Flagging Rule  |
|----------------------------------|--|--|
| Architecture                     | Students may take a course for grade improvement. No Architecture course may be registered for more than three times.  | The higher of the two grades is counted in the GPA.  |
| Arts and Sciences                | Students may retake a course for grade improvement.  | The higher of the two grades is counted in the GPA. For courses retaken more than once, the two earlier grades may be flagged by petition. Flagging, especially when excessive, may have academic consequences. Students are encouraged to speak to their home school/college. Flagging of repeated courses is initiated by the school/college at the conclusion of the semester in which the course was repeated. |
| Education                        | Students may take a course for grade improvement. Courses may be attempted only three times.   | The higher of the two grades is counted in the GPA. For courses retaken more than once, the lower grade may be flagged by petition.  |
| Engineering and Computer Science | Any course with a D or F may be retaken. A course may be flagged up to two times; the higher of the two grades will be counted in the GPA.   | The higher of the two grades is counted in the GPA. For courses taken more than once, the two earlier grades may be flagged by petition.   |
| Information Studies              | Any course with a C- or lower  | The higher of the two grades is computed in the GPA.   |
| Management                       | Students may retake a course for grade improvement. Normally, students may not retake a course after completing a more advanced course in the same area. Students should check with an advisor in the Undergraduate Office before retaking a course. | The most recent grade is used to calculate the GPA, regardless of which grade is higher. Management grades can be flagged only once.   |
| Public Communications            | Public Communications courses in which a passing grade was earned may not be retaken.  | A grade of F will be flagged only once for a retaken Public Communications course. If a student retakes a Public Communications course in which a passing grade was previously earned, the second grade will be flagged. (For retaken courses outside of Public Communications, the most recent grade is used to calculate the GPA regardless of which grade is higher.)   |
| Sport and Human Dynamics         | Students may retake a course for grade improvement. Students should check with their academic advisor before retaking a course. Courses may be attempted only three times.   | The highest grade for the course will be computed in the GPA   |
| University College               | Students may retake a course for grade improvement.  | The higher of the two grades is counted in the GPA.  |
| Visual and Performing Arts       | Any academic elective course in which a student has received a grade of D or F may be retaken. A studio course may be retaken only when a grade of F has been received.  | The higher of two grades is computed in the GPA.   |

### 8.2.5 Flagging Courses When Changing School/College or Program

If a student is admitted through intra-university transfer into a different Syracuse University school/college, the student may petition to flag courses he/she has already completed that cannot be included in the student's new program. The student must first meet minimum criteria for admission to the new school/college or program, and can only petition the new school/college to flag courses after admission. If the student changes a program *within* his/her school/college, in rare instances when the new program requires preparation distinctly different from that of the former program, the student may petition to have courses flagged that cannot be applied toward the new program. Simply changing majors does not qualify for flagging.

**Arts and Sciences:** Only D and F grades in non-Arts and Sciences courses that were required for the previous program may be flagged at the student's request. A, B, C, and I grades in such courses cannot be flagged.

**Education and Management:** If the student

transfers into either of these schools and elect to flag courses that do not apply toward the new program, then the student must flag all courses that do apply.

### 8.2.6 Flagging Graduate-Level Courses Taken as an Undergraduate

If a student petitions to take graduate-level courses that will not apply to his/her undergraduate degree, the student must also petition to flag those courses so that they don't count toward his/her undergraduate record. This flagging must be accomplished prior to the certification of the undergraduate degree. These restricted graduate credits must be flagged before they can be applied to count toward the graduate degree requirements. The grades will calculate in neither the undergraduate nor the graduate GPA.

### 8.3 Transfer Credit

In compliance with NYSED regulations, Syracuse University only awards transfer credit for courses that are an integral part of a Syracuse

University degree program, as determined by the appropriate Syracuse University academic unit. Generally, schools/colleges may consider accepting transfer credit from:

- institutions recognized by
- regional accrediting commissions
- national accrediting bodies
- professional organizations that accredit free-standing professional schools and programs within multipurpose institutions\*
- institutions that are recognized candidates for accreditation
- recognized foreign tertiary-level institutions, chartered and authorized by their national governments, generally through the Ministry of Education
- a formal transfer articulation agreement

\* For students enrolled in an accredited program at a non-accredited institution, only courses within the discipline that is accredited will be considered for transfer credit. General education and other courses from the institution will not be considered.

Syracuse University grants transfer credit based on course content, the quality of the student's

## Academic Rules

performance, and applicability to the program. Transfer credit is evaluated only for the degree or certificate program to which the student is admitted, and will be re-evaluated and may change if the student moves into a different Syracuse University program. A re-evaluation of transfer credit may also affect the student's financial aid, especially if the student's class standing alters. If all of the student's previous work isn't accepted for transfer, the student may enter Syracuse University at a different class level than the student had attained at his or her prior institution. A maximum of 90 credits of transfer credit or a combination of transfer credit and

any other credit (e.g., AP exams, experiential learning) will be accepted.

Transfer credit will not be granted for undergraduate students taking courses abroad during the academic year while on a leave of absence. If Syracuse University undergraduate students wish to go abroad during the academic year on a program not affiliated with SU Abroad and receive credit, there is a special petitioning process available to them.

If a student plans to take courses at another institution that will transfer back into his or her Syracuse University degree, the student must

obtain his or her home school/college's approval before enrolling.

If a student takes courses at a two-year college before junior standing, the student may take approved coursework during a summer session or while on leave of absence. After attaining junior standing, the only courses that will be approved will be those that fulfill lower-division requirements or free electives; a maximum of 66 credits from a combination of credit from a two-year college and any other credit (e.g. AP exams, experiential learning) will be accepted.

### School/College Rules

|                       |  |
|-----------------------|--|
| Arts and Sciences     | <p>Any transfer credit to be applied to a Syracuse University major or minor must be formally accepted via written petition by the major or minor department. Students are not given transfer credit until their cumulative average is 2.0 or higher. In addition, the following restrictions apply:</p> <p>Basic or college algebra is not accepted.<br/>Remedial or developmental coursework is not accepted.<br/>Transfer credit for foreign language courses must be evaluated by the Department of Languages, Literatures, and Linguistics at Syracuse University to determine the appropriate course equivalent. [Note: Foreign language courses taken at schools or programs that are not accredited will not be reviewed or approved.]<br/>Pass (P) or Satisfactory (S) grades are never accepted toward the fulfillment of majors/minors or the A&amp;S Liberal Arts Core requirements. Courses graded as a P or S are accepted as transfer elective credit only.</p> |
| Management            | <p>A minimum of 40 credit hours of required Management coursework must be taken at Syracuse University.</p> <p>Once a student matriculates into Management, only 12 additional credits can be taken outside Syracuse University (with prior approval from an academic advisor) and transferred back to count towards degree requirements.</p> <p>All transfer coursework must be taken through a US domestic institution. Coursework taken through an International Institution will not be accepted after matriculation into the Whitman Program.</p>   |
| Public Communications | <p>No more than 12 hours of communications course credits earned in another college or university may be accepted toward meeting the requirements of a major program of study in the School of Public Communications.</p>  |
| University College    | <p>No more than 12 credit hours earned in another college or university may be accepted toward meeting the program of study requirements in the bachelor of professional studies degree. No more than three credit hours earned in another college or university may be accepted to the credit certificate program requirements.</p>   |

### 8.3.1 How Transfer Credit Applies Toward a Student's Degree

Syracuse University transfer credit is measured in semester hours. If a student's prior institution used a different credit hour system, credits accepted for transfer are converted to semester hours, e.g., credit from institutions on the quarter-hour system is converted to semester hours using the formula of one quarter-hour equals 2/3 semester hour. Grades do not transfer and do not affect your Syracuse University cumulative GPA. If a student subsequently takes a course at Syracuse University for which the student had previously received transfer credit, the transfer credit will be removed.

Additional transfer credit rules are:

- grades of C- or below will not be accepted;
- "Pass" grades must be certified to be at a C level or higher and will normally be accepted only as elective credit;
- second undergraduate degrees carry additional restrictions; students should contact school/college for details;

- Arts and Sciences students are not given transfer credit until their cumulative average is 2.0 or higher;
- for students on academic probation in Public Communications and Visual and Performing Arts, transfer credit will not be given until the cumulative GPA is 2.0 or higher;
- if a student was previously matriculated at SUNY ESF, then subsequently matriculated at Syracuse University, coursework taken while an ESF student, including Syracuse University courses, is treated and evaluated as transfer credit from ESF. Such Syracuse University courses do not appear or calculate into the Syracuse University transcript, except as they are included in a block of transfer credits, i.e., total credit hours accepted from SUNY ESF.

### 8.4 Grades

**TABLE E Letter Grades**

| Grades | Grade Points per Credit |
|--------|-------------------------|
| A      | 4.000                   |
| A-     | 3.667                   |
| B+     | 3.333                   |
| B      | 3.000                   |
| B-     | 2.667                   |
| C+     | 2.333                   |
| C      | 2.000                   |
| C-     | 1.667                   |
| D1     | 1.000                   |
| D- 1,2 | .667                    |
| F      | 0                       |

1 Grades of D and D- may not be assigned to graduate students.

2 Available only for Law students in LAW courses.

**TABLE F Grading Symbols**

| GRADING SYMBOLS | Meaning                                  | Grade Points per Credit | Explanation   |
|-----------------|--|-------------------------|---|
| I               | Incomplete                               | 0                       | Indicates that, due to exceptional circumstances, a student has made a formal arrangement with the instructor to complete remaining work/assignments after the course ends. |
| AU              | Audit                                    | Not counted             | Indicates that a student elected to take the course for no (zero) credit.   |
| NA              | Did not attend                           | Not counted             | Indicates that a student never attended the course.   |
| NR              | Not Required                             | Not counted             | Used for courses or components of courses that do not require a grade.  |
| P               | Pass                                     | Not counted             | Indicates satisfactory completion of a Pass/Fail-graded course or one for which a student elected the Pass/Fail option.   |
| RM              | Remedial                                 | Not counted             | Used for college-level remedial and developmental courses.  |
| V               | Variable length course-grade not yet due | Not counted             | Used for courses that do not follow the normal semester timeline. V indicates that normal progress is being made at the end-of-semester point.                              |
| WD              | Withdrew                                 | Not counted             | Indicates that a student withdrew from the course, after the academic drop deadline.  |

### 8.4.1 Grades and Grading Symbols - Additional Information

Undergraduate students may have the option to elect a letter grade in a pass/fail-graded course. When permissible, students must select that option by the grading option deadline, and may not rescind the selection after the deadline.

#### I (Incomplete)

A student may request an Incomplete if the student has exceptional circumstances that prevent him or her from fulfilling all course requirements on time. A student will need the instructor's approval, and will need to have completed enough course content to have a grade assigned based on the work to date. An Incomplete is not available if the student has not completed enough work on which to base a grade. If the student takes a leave of absence or is withdrawn from the University, the student cannot receive Incompletes for courses in which the student was registered.

An Incomplete calculates as an F in the student's GPA. The instructor calculates a grade for the student based on work completed to date, counting unsubmitted work as zero.

#### AU (Audit)

A student may audit courses with instructor approval. A student must submit the audit option by the grading option deadline, and cannot rescind the option after the deadline. Audited courses are non-credit, do not meet any degree requirements, and are not counted toward enrollment status. Instructors may record a grading symbol of NA instead of AU if the student never attends the class. The student may have limited access to Syracuse University library resources if he or she is auditing a class and is not registered for any credit classes for the term. Courses that require a Proposal for Independent Study, studio art or applied music courses offered by the College of Visual and Performing Arts cannot be audited. Additionally, these types of courses taken through SU Abroad cannot be audited: Signature Seminars and courses required for an SU Abroad program (exceptions may be made for graduate students) and courses taken through partner universities abroad.

#### NA (Did not attend)

An NA is applied when a student either never attends the course (on campus or online), and has not submitted any coursework or assignments.

#### P/F (Pass/Fail)

Credit is earned for courses with a P, but not with an F.

An undergraduate student may have the option to elect a pass/fail grade for some course and may elect a letter grade in a pass/fail course when permissible. The student must select this option by the grading option deadline, and may not rescind the selection after the deadline.

School/college-specific pass/fail rules are listed in the table below. Some additional points are:

- if a student selects a pass/fail option, grades of A, A-, B+, B, B-, C+, C, C-, and D are converted to P. No grade other than P or F will be posted on the student's record;
- if the student chooses to major in a field in which he/she previously took a course as pass/fail, the student's home school/college and the chair of the department in which the student took the course will determine whether and upon what terms the course can be used to satisfy departmental requirements;
- SU Abroad students are limited to one pass/fail course each semester;
- no more than 24 credit hours of courses taken pass/fail may be applied toward an undergraduate degree.

# Academic Rules

## School/College Rules

|                                  |   |
|----------------------------------|---|
| Architecture                     | All courses taken to fulfill the architectural professional program requirements must receive a letter grade. Only open electives may be taken pass/fail.   |
| Arts and Sciences                | Liberal Arts Core, major and minor classes cannot be taken pass/fail.   |
| Education                        | Some courses must be taken pass/fail (e.g., EDU 508). These courses are not included in the 24-credit maximum applicable to an undergraduate degree.  |
| Engineering and Computer Science | For students in Engineering majors: only social science, humanities, and free elective courses at the 300 level or higher may be taken pass/fail. Elective courses that must be taken from a specified list may not be taken pass/fail. The total hours of pass/fail courses permitted cannot exceed 18 credit hours.<br>For students in Computer Science major: only free elective courses may be taken pass/fail. |
| Information Studies              | A pass/fail course may not be used to satisfy any requirement. Pass/fail courses can be used only as free electives.  |
| Management                       | Matriculated Fall 2016 or later: Sophomores, juniors and seniors may use the pass/fail option for one class per semester. The course must be 300-level or higher and must be a free elective or liberal arts elective only.   |
| Public Communications            | A pass/fail course may not be used to satisfy any requirement. Pass/fail courses can be used only as free electives.  |
| Sport and Human Dynamics         | A maximum of 6 general elective credits may be taken pass/fail toward a degree. SWK 435 and 445 (Field Practicum I and II) are graded pass/fail by school policy.   |
| University College               | A pass/fail course may not be used to satisfy any requirements. Pass/fail courses can be used only as electives. A maximum of 12 credit hours of pass/fail courses may be used toward the degree program.   |
| Visual and Performing Arts       | Only elective courses may be taken pass/fail. No studio courses may be taken pass/fail.   |

### RM (Remedial)

RM courses count toward credit hours carried in a particular semester, and are included in the total credits earned, but, do not count toward credit hours earned for the degree program except by petition.

### WD (Withdrew)

After the academic drop deadline, and until the withdrawal deadline for the term, a student may withdraw from a course and have a grading symbol of WD recorded on his/her transcript.

### 8.4.2 Reporting Grades/ Grading Symbols

Instructors are required to submit grades or appropriate grading symbols for all students in their courses. If a student has not completed all course requirements by the time the instructor must report final grades, then the grade is determined based on work completed to date, counting work not submitted work as zero, unless the student has made prior arrangements to receive an Incomplete.

### 8.4.3 Missing Grades

Missing grades do not calculate toward the GPA. A student may graduate with missing grades. After a degree has been certified, a missing grade may be recorded only if the student's home school/college determines that the student completed all coursework, and only the evaluation and grade submission occurred after that date. Recording of a missing grade after a degree has been certified is subject to the approval of the University Registrar.

### 8.4.4 Changing Grades

An instructor may elect to submit a grade change after the grade has already been reported. Grade changes must be submitted to the department

chair, the dean of the student's home school/college, and the Office of the Registrar. Any or all of those offices may require an explanation of the change, and may require that additional information or forms be provided. All changes involving grading symbols must adhere to University policies and procedures. The Office of the Registrar has final authority to approve changes that involve grading symbols. After a degree has been certified, a grade change may be recorded only if the student's home school/college determines that the student has completed all coursework, and only the evaluation and grade change submission occurred after that date. Recording of a grade change after a degree has been certified is subject to the approval of the University Registrar.

Grades may also be changed in the following circumstances:

- *HEOP or SSSP students who receive grades of D or F during the Summer Start program will have these grades recorded as WD on the transcript; by petition a grade of C- may be changed to a WD.*

### 8.4.5 Removal of Incomplete

Incomplete (I) grades may be removed prior to graduation in one of two ways:

- completion of the outstanding work specified on the Request for Incomplete Grade form by the agreed-upon date; or
- if a student fails to complete the work specified in the Request for Incomplete Grade form, the Office of the Registrar will post the letter grade indicated by the instructor, subject to any previous grading option that had been selected

A student may not register for a course a second time for the purpose of removing an Incomplete grade, an instructor may require the student to repeat certain elements of a course in order to remove the Incomplete.

*Incompletes and Graduation*

A student may not graduate with outstanding Incompletes. If the student has earned the required number of credits and met all degree requirements without the incomplete class, and if the student's cumulative average equals or exceeds the minimum requirements of the school/college, the school/college will certify the completed degree and any outstanding Incompletes will be changed to the default grade prior to posting the degree.

If the class with the outstanding Incomplete is required for the student's degree his/her expected graduation date will be moved to the degree date following the due date for completing the Incomplete and the student's record will be reviewed for degree completion at that time.

After the student's degree has been certified, a grade may replace an Incomplete only when the student's school/college determines that the student has completed all coursework before the degree award date, with only the evaluation and grade submission occurring after that date. Recording of the grade change from I to earned grade after a degree has been certified is subject to the approval of the University Registrar.

### 8.4.6 Grade Appeals

*Normal Practice for Course Grade Appeals* The following set of general statements represents normal practice at Syracuse University\* for a student seeking resolution to a grievance of a course grade.

The assignment of grades at Syracuse University is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent, except by due process as detailed below. In cases where the instructor of record is not a member of the faculty, the faculty member charged with oversight of that instructor is ultimately responsible for the assignment of grades.

A course grade is based upon the instructor's professional assessment of the academic quality

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of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Valid grounds can arise, e.g., when an instructor fails to provide or implement uniform and consistent standards, or bases an assessment on criteria other than academic performance.\*

Unless there are issues of a personal nature, the appeal process for a grade dispute begins with the instructor of record. Failure to comply with this may be grounds for denial of subsequent appeals. Any appeal beyond the instructor of record must be initiated in writing to the department chair before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.

If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: the instructor of record, faculty member in charge of the course, the department chair of the faculty member, (Center Director for courses offered through SU Abroad Centers), the dean of the department chair, (Dean of the relevant college under which the course is offered for courses offered through SU Abroad Centers).

At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute. A decision may be reached if both student and instructor agree. If such a decision cannot be reached, a panel designed by the college for this purpose shall hear the case. Details of the operation and manner of selection of this panel may vary by school or college\*\*, but shall conform to the following guidelines:

- The panel shall have a quorum of at least three.
- All voting members of the panel shall be tenured faculty.
- No member of the panel shall hear a case who has been involved in a previous stage of the appeal.
- Membership of the panel shall be fixed and made public in a given academic year, though replacements may be made in the event of resignations.
- Membership of the panel shall be approved by the faculty of the school or college, or by a representative group of the faculty, in each academic year.
- The Senate Committee on Instruction shall approve the manner of selection and charge of a school or college's panel before its first case. The committee shall also approve any subsequent changes in the manner of selection or charge of each college or school's panel. The panel may, at its discretion, meet with the aggrieved parties either separately or together. The decision of this panel, either to deny the student's original appeal or to authorize the Registrar to change the grade, shall be final. The panel shall inform both the student and the instructor of its decision in writing. The panel shall also summarize the case and its outcome in a written report to the Senate Committee on Instruction. Said committee may include summary statistics on grade disputes in its final report to the Senate.

The only grounds for any further appeal shall be

irregularities in the above procedures.

In such cases, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or insist that the procedure begin anew at the point the irregularity occurred.

All stages of the appeal process shall be kept confidential to the maximum extent possible, consistent with the Family Educational Rights and Privacy Act.

\* For further guidance, consult the bylaws of the individual school or college.

\*\* These procedures do not apply for students in the College of Law.

### 8.5 Registration

Students must initially register for the classes in which they wish to enroll prior to the beginning of each session or the student will incur a late registration fee. Prior to registration, students should plan their program with their academic advisors. Students may make changes to their registration after the semester begins, by adding, dropping, or withdrawing from classes in accordance with published deadlines. Courses with nontraditional start and/or end dates have different deadlines than full-semester courses. While the student normally initiates registration and subsequent changes, the student's school(s)/college(s) of enrollment may also initiate such actions.

Instructors also have the option to administratively drop students who do not attend the first week of classes (up to and including the add deadline, except Maymester and Winterlude).

Registration may be prevented for financial, academic or by other University administrative offices including the Health Center, Bursar's Office, Student's Rights and Responsibilities, Academic Integrity and Judicial Affairs.

No other University persons or units may make substantive changes to an undergraduate student's schedule of classes without first securing the formal permission of the student's home school/college.

Students must be officially registered in order to attend classes. Students may not attend, audit, be evaluated or otherwise participate in courses without being officially enrolled. An instructor may not allow a student to attend classes and/or submit work unless the student is on the official class list or unless the student is attending with the instructor's approval for the purpose of making up an Incomplete.

New students register just before the term begins. *SUNY College of Environmental Science and Forestry and SUNY Upstate Medical University Courses:* Because of the University's relationship with SUNY ESF and SUNY UMU, a student may take courses at those institutions with the approval of the student's Syracuse University school/college/academic department, subject to availability and fulfillment of any specific requirements. Conversely, SUNY ESF and SUNY UMU students who meet course requirements may take Syracuse University courses, subject to availability and in accordance with the rules and approval of their home institution.

### Maximum Course Load (Fall and Spring)

Full-time undergraduate students typically register for 12-19 credits per semester. Students in good standing in the Renée Crown University Honors Program may register for more than 19 credits without approval of their home school/college. Other students may petition their home school/college to register for more than 19 credits. Undergraduates registering for more than 19 credit hours will be assessed the appropriate extra tuition charges, unless they qualify for an overload rate exception.

#### Summer Registration

University College coordinates main campus summer registration for returning and visiting students. Students on SU Abroad Programs register through SU Abroad following special registration procedures. Matriculated Syracuse University students in good academic standing, as well as visiting and non-matriculated students, are eligible to register for summer sessions. Undergraduate students who were full-time during the spring semester and who intend to register as full-time during the fall semester may not transfer to part-time continuing education status for the summer.

### Maximum Course Load (Summer)

Undergraduates may register for a maximum of 7 credits in a six-week session (with Maymester and Summer Session I considered as one session for this purpose), and a maximum of 14 credits in any summer. Students may petition their home school/college to register for additional credits in a session or for summer.

### 8.5.1 Changes to Registration

No student at any time may withdraw from courses to the point of becoming a part-time student (i.e. registered for 11 or fewer credits) without the permission of the College's Dean. No student will be allowed to withdraw from a course in which they have been charged with an Academic Integrity violation.

Dropping or withdrawing from a required course may impact a student's degree progress if the course is a pre-requisite.

International students are not allowed to drop and/or withdraw from classes if any of these actions bring their registration to lower than 12 credits, as they must keep a full-time status while studying in the U.S.

### 8.6 Consortium Agreements

Syracuse University has formal consortia arrangements through SU Abroad, the Consortium for Culture and Medicine, and the Graduate Scholar Exchange Program. Except for these, Syracuse University does not allow students to enroll at other institutions under an individual consortium arrangement, nor does it award financial aid to students who choose to enroll at other institutions, e.g., while on a leave of absence.

If approved for a consortium agreement, credit earned through such programs is treated as Syracuse University credit. The student's school/college and/or department will determine acceptable courses and how they will be applied.

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## Academic Status

### 9.0 Class Standing

Class standing is determined by the number of Syracuse University earned credits, plus credits accepted for transfer credit and other types of external credit, e.g., AP examination. Class standing is calculated as follows:

| Class     | Standing/Total Cumulative Credits |
|-----------|-----------------------------------|
| Freshman  | 0-23 credits                      |
| Sophomore | 24-53 credits                     |
| Junior    | 54-83 credits                     |
| Senior    | 84 and above                      |

### 10.0 Grade Point Average

The Syracuse University grade point average (GPA) is calculated by taking the number of grade points earned and dividing by the number of credit hours carried toward the GPA. Various GPAs, e.g. cumulative GPA and semester GPA are calculated and used for a variety of purposes. Schools/colleges can advise about GPA calculations used to determine satisfactory progress, etc. See TABLES E and F for grade and grade symbol listings and their associated grade point calculations. Missing grades are not counted in GPA calculation. GPA average is calculated to three decimal places. GPA is not rounded.

Undergraduate students must earn a minimum cumulative GPA of 2.000 in order to be awarded a Syracuse University degree. Graduate students must earn a minimum average of 3.000 for work comprising the program for the degree or certificate and a minimum cumulative GPA of 2.800.

### 11.0 Honors

The University recognizes exceptional undergraduate achievement through various honors. Certain honors are imprinted on transcripts and diplomas after degree certification.

#### Departmental Distinction

Students earn distinction in particular programs of study by meeting the specific criteria for distinction in that major. Departmental or program distinction recognizes exceptional achievement that exceeds normal expectations for graduates within the program. This will be noted on the transcript after the degree has been awarded.

#### University Scholars

The Syracuse University Scholars Selection Committee selects eight to 12 seniors each year as University Scholars.

#### Renée Crown University Honors Program

Renée Crown University Honors will be noted on the student's diploma and transcript if he/she completes the requirements of the Honors Program.

## 11.1 University Honors

Student will receive their degree with University honors if their cumulative GPA meets the following standard:

### GPA Requirement

|                 |                                      |
|-----------------|--------------------------------------|
| Cum laude       | 3.200 for Architecture               |
|                 | 3.400 for all other schools/colleges |
| Magna cum laude | 3.500 for Architecture               |
|                 | 3.600 for all other schools/colleges |
| Summa cum laude | 3.800                                |

The cumulative GPA for University honors must be equal to or greater than those noted above; no rounding up is permitted. A minimum of 60 credit hours taken at Syracuse University is required for University honors. Generally, physical education courses and ROTC credit are not included in calculating honors. Students should check with their school/college Dean's office to determine how their GPA will be determined.

### School/College Rules

|  |  |
|--|--|
| Arts and Sciences, Information Studies, and Management | University honors is based on a minimum of 60 credit hours of letter-graded courses taken at SU. |
| University College                                     | Associate's degree recipients are not eligible for University honors.                            |

### 11.2 Dean's List

Undergraduate full-time students are eligible for the Dean's list of their home school/college at the end of each semester.

| School/College  | Requirement  |
|---|--|
| Architecture  | Minimum GPA of 3.500 for 12-14 letter-graded credit hours taken on campus or a minimum GPA of 3.200 for 15 or more letter-graded credit hours taken on campus. |
| Arts and Sciences, Education, Engineering and Computer Science, Information Studies, Sport and Human Dynamics, and Visual and Performing Arts | Minimum GPA of 3.400 and a minimum of 12 credit hours of letter grades with no missing or Incomplete grades.   |
| Management  | Minimum GPA of 3.600 and a minimum of 12 credit hours of letter grades with no missing or incomplete grades.   |

|                       |   |
|-----------------------|---|
| Public Communications | Minimum GPA of 3.500 and a minimum of 12 credit hours of letter grades with no missing or Incomplete grades.  |
| University College    | UC students are eligible for the dean's list at the end of each semester (excluding summer) if they earn a 3.400 GPA in the last 12 credit hours taken and have been enrolled in consecutive semesters. |

## 12.0 Student Status

### 12.1 Enrolled Students

A student is considered enrolled at the University until one or more of the following occurs: (1) the student graduates; (2) the student takes a leave of absence; (3) the student is withdrawn from the University for academic, medical or disciplinary reasons; (4) the student fails to register; or (5) the student's registration is cancelled by the University.

#### Matriculated Students

A matriculated student is defined as one who has applied for, been formally admitted to, and has registered for one or more courses in the degree or certificate-granting program to which he/she has been admitted. Matriculation occurs on the first day of the term for which the student has been admitted. A student must be matriculated to receive a degree or certificate from the University. Students who take an official leave of absence maintain matriculation status.

#### Non-matriculated Students

A non-matriculated student is someone who registers for and attends Syracuse University classes without being admitted to a Syracuse University degree or certificate granting program. Taking courses through University College does not imply matriculation. A student must be formally admitted to a Syracuse University degree or certificate program in order to become matriculated. Non-matriculated students are held to the same academic standards as matriculated students.

Students who are withdrawn from the University become non-matriculated. Upon readmission, matriculation status is regained.

Undergraduates who are academically dismissed from a school/college and accepted into University College as "special students" are considered non-matriculated.

## Academic Rules

### 12.2 Full-time and Part-time Status

The University's certification of a student's status is based solely on the criteria stated in this rule. Students who meet Syracuse University's requirements for full-time or part-time status may not meet requirements for such status as defined by other agencies or institutions. Conversely, students who do not meet Syracuse University's requirements for full-or part-time status may be considered full-time or part-time by other agencies. Student status is not the criterion for determining tuition charges for a specific term. Please refer to (Tuition, Fees, and Related Policies) for the specific academic year.

#### *Full-time (Fall, Spring, and Summer)*

Undergraduates are full time if registered for 12 or more credits during any semester. Registration for 6 credits in a six-week summer session confers full-time status for the session.

#### *Part-time (Fall, Spring, and Summer)*

Undergraduates enrolled for fewer than 12 credit hours are considered to be part time.

Exception: Engineering and Computer Science Students registered in the Cooperative Education program for zero hours in semesters when they are on work assignments are considered to be full time.

The number of credit hours carried by part-time students may affect eligibility for University housing and financial aid. For purposes of financial aid, students registered for 9-11 credit hours are considered three-quarter time; students registered for 6-8 credit hours are considered half-time students; students registered for 0-5 credit hours are considered less than half time.

### Academic Actions

#### 13.0 Intra-University Transfer (IUT)

Students transferring to other schools/colleges within the University (Intra-University Transfer) must meet the admission requirements of the new school/college that were in effect at the time of matriculation into the University. The IUT application must be received before the financial drop deadline of the current term. Any IUT received after the financial drop deadline will take effect the next semester. Schools/colleges have the ability to set their own internal deadlines for processing and approval in order to meet this deadline. Until an IUT is approved, students may not be able to register for courses in the new program. See **Table G** for school/college specific information. The new school/

college of enrollment will re-evaluate all Syracuse University, transfer and other credit that the student has received.

If a student previously transferred from SUNY ESF to Syracuse University and took Syracuse University courses while at ESF, the student's school/college, at its discretion, may include those Syracuse University courses in manual calculations for determination of Intra-University transfer eligibility.

Matriculated undergraduate students may not undertake Intra-University transfer to University College from another school or college at Syracuse University. Full-time students who register on the main campus for a University College course are charged Syracuse University rates.

No student may transfer from main campus to University College to enroll in a non-credit course. Full-time students on the main campus must register separately at University College for these courses and pay the non-credit tuition in full.

Undergraduate students may not transfer to University College part-time status for the summer.

**TABLE G Intra-University Transfer Standards**

| New School/College               | Conditions   |
|----------------------------------|--|
| Architecture                     | 3.0 GPA. Applicants are expected to complete one of MAT 221, MAT 285, MAT 295 or PHY 101. No midyear transfers. Interview and portfolio review required. Application deadline: Friday preceding spring break.  |
| Arts and Sciences                | Students interested in applying for transfer must attend an informational session. These sessions are held throughout the semester. Visit <a href="http://casadvising.syr.edu">http://casadvising.syr.edu</a> for the schedule. To be accepted to The College, applicants must have a current cumulative Syracuse University GPA of at least 3.0. The College will consider applications from, but not guarantee admission to, students with a GPA below the 3.0 minimum. Such students must submit a letter with their application that explains their previous academic difficulties, the major they are interested in pursuing, and why they believe they will be successful in The College. Students who are approaching junior standing are required to submit a completed declaration of major form with their application. Incomplete applications will not be considered. Application deadlines are July 15 for fall semester entry and December 15 for spring semester entry. Applicants will be notified by email before the start of the semester.  |
| Education                        | Minimum cumulative GPA of 3.0 for inclusive and special education, inclusive early childhood special education, health and exercise science, English education, mathematics education, science education, social studies education, Spanish education, art education, music education, physical education, and health and physical education; 2.8 for selected studies in education. Students who meet department criteria will be admitted on a space-available basis. An interview with an assistant director of academic advising may be required, and all applications are held until the end of the semester.   |
| Engineering and Computer Science | 3.0 GPA. Applicants are required to complete at least one calculus course MAT 295, 296, or 397 with a grade of B- or better and one chemistry or physics course with a lab CHE 106/107 or PHY 211/221 with a grade of B- or better. Students who wish to major in computer science must also complete CIS 252 with a grade of B or better.   |
| Information Studies              | To be considered eligible for transfer consideration, students must have completed at least 15 credits at Syracuse University including at least one of the following: IST 195, or IST 256 with grades of B or higher. Transfers will normally take place by the beginning of the junior year. Students are admitted on a space available basis and determination is based on the following criteria: cumulative GPA, rigor of academic coursework taken at Syracuse University, and a written statement of interest. Students interested in transferring are required to attend an Information Session and/or meet with an advisor in the iSchool's Office of Student Services. Note that summer coursework will not be considered. Decisions will be made by a committee at the end of the semester and communicated to all applicants.  |
| Management                       | To be considered eligible for transfer, students must have completed at least 30 credits at Syracuse University (two academic semesters), including two of the following or their equivalents: MAT 221 , MAT 284 , and ECN 203 . These students are admitted as space becomes available and considered based on the following criteria: cumulative GPA, rigor of academic coursework taken at Syracuse University, engagement on and off campus, and an optional professor recommendation. Whitman only admits rising sophomore students for the fall semester - admissions decisions are made over the summer. Students interested in transferring are required to attend an Information Session and meet with an advisor in the Whitman School's Office of Undergraduate Programs. All application requirements must be completed by the last day of the semester of their freshmen year, no summer coursework will be considered. Decisions will be made by a committee over the summer and communicated to all applicants. Students must have a minimum of 6 remaining semesters in Whitman resulting in juniors not being eligible to apply for transfer. |
| Public Communication             | Applicants must complete a minimum of 30 graded (not P/F) credits at Syracuse University before they are eligible for internal transfer. Admission is based upon a student's cumulative Syracuse GPA. Applicants who meet the minimum credit qualifications are rank-ordered by GPA and admitted in that order, highest to lowest, until all seats are filled. The cumulative GPA includes all courses taken at Syracuse University. The GPA required for admission varies each semester, depending upon the number of spaces available and the number and strength of the applicants. Because Newhouse majors require a minimum of four semesters to complete, juniors and seniors are ineligible to transfer. (A junior is defined as a student who has earned 54 credits.) Application deadlines are Dec. 15 for spring admission and May 1 for fall admission.   |
| Sport and Human Dynamics         | GPA variable, depending on major. Departments may have additional criteria. Applicants are required to discuss tentative transfer plans with the academic chair or director of the proposed program of study. Students who meet department criteria will be admitted on a space-available basis. Transfer requests may be held until the end of the semester.  |
| University College               | Main campus undergraduate students may not transfer to University College. Consult University College Admissions and Advising for information about transfers among University College's programs.   |
| Visual and Performing Arts       | 3.0 cumulative GPA required for all programs. <i>Additional requirements:</i> Portfolio for art, design and transmedia; audition for drama and music; essay for Bandier program; questionnaire for communication and rhetorical studies (CRS). Application deadlines: April 1 for fall admission and Dec 1 for spring admissions for all programs except CRS. For CRS Oct. 15 only for spring admission and Mar. 15 for fall admission. Admission for all programs on a space available basis.   |

## Academic Rules

### 14.0 Academic Probation

Any student who has a cumulative GPA of less than 2.0 and for whom a more serious action is not appropriate may be placed on probation. A student may also be placed on probation if his/her semester GPA falls below 2.0, or if the student fails to meet other criteria for good academic standing as established by the school/college. Each school/college reviews their students' records and determines the appropriate probation actions to be applied from the categories listed below. School/college offices can provide more detailed information about academic policies. Academic probation may impact a student's financial aid.

The probation categories are described below and include College Probation; Probation, One-Semester Trial; and Academic Suspension. Schools/colleges may:

- apply any one of the categories at any time, depending on school/college policy and individual student records; categories are not necessarily applied sequentially
- apply an action more than once to the same student

### College Probation

This action applies to a student who has a cumulative average above 2.0, but who fails to meet other school/college criteria for good standing. These criteria include the following:

#### Probation, One-semester Trial

If the school/college determines that the student has serious deficiencies in progress toward degree requirements, usually including a cumulative GPA below 2.0, the school/college may impose a one-semester trial specifying that certain requirements be met by the end of the term. Failing to meet these requirements may result in suspension. Each school/college's standards are available at the school/college undergraduate office.

#### Ineligible to Continue

If the student's school/college sets specific conditions for continuing enrollment, this action may be applied to cancel early registration and/or prevent participation in registration for new coursework until the requirements are met. It may also apply in situations where full-time status is no longer allowed, but part-time status is

permitted. A student who is ineligible to continue may have a GPA either above or below 2.0.

### 14.1 Academic Suspension

Academically suspended students are officially withdrawn from the University. Students face academic suspension for failing to meet the conditions established by any previous probation action or for seriously departing from standards required for good standing. The GPA may be either above or below 2.0 at the time of suspension. If a suspension action is taken, the school/college will send a letter specifying the reason for the action; and explaining appeal procedures. The next semester's registration will be cancelled or prevented, and future semester registrations will not be allowed unless the student has successfully appealed suspension; or has been accepted to a new school/college as an internal transfer; or has been readmitted to the school/college that suspended him/her. (See "Leave of Absence, Withdrawal, and Readmission").

### School/College Rules

|                                  |  |
|----------------------------------|--|
| Architecture                     | Term GPA less than 2.0, a term of architecture courses below 2.0, more than 12 credit hours of Incomplete or NA grades, fewer than 24 credit hours completed in a 12-month period, or insufficient progress toward degree.   |
| Arts and Sciences                | Students earning less than a 2.0 semester GPA will be placed on Academic Warning for the following semester. Students who earn less than a 2.0 semester GPA a second time will be placed on Academic Probation. If the student earns less than a 2.0 semester GPA for a third time, they will be placed on Final Probation and they may possibly be suspended from college.  |
| Education                        | Excessive number of Incompletes, missing grades, and/or limited progress toward degree, and/or students at or below a 2.0 cumulative GPA may be placed on a one-term trial at any point in time. Inclusive early childhood special education, inclusive elementary special education: English education, science education, mathematics education, social studies education, Spanish education, art education, music education, physical education, and health and physical education; cumulative, content, or education course GPA of less than 3.0; Health and exercise science: cumulative or major course GPA below 3.0. 3.0. Selected studies in education: cumulative GPA below 2.8. Guidelines are published in the <i>School of Education Undergraduate Handbook</i> . |
| Engineering and Computer Science | Term or cumulative GPA less than 2.0. Less than 2.0 Mathematics, Science and ECS course GPA (IST courses for SIS majors). Completion of less than 12 credits hours in one semester or 24 credits hours within any 12-month period. Failure to complete at least 6 credits and term GPA less than 1.5, will result in immediate suspension. Failure to complete calculus sequence by the end of the sophomore year (MAT 295, 296, & 397) (Does not apply to SIS majors). Failure to meet special conditions of previous semester. In addition to the above conditions, computer science students only: GPA of less than 2.667 in core courses. Failure to maintain satisfactory progress toward your degree.  |
| Information Studies              | Student with one or more of the following conditions will be placed on academic probation: semester and/or cumulative GPA below 2.0; excessive number of Incomplete, NA or missing grades; or lack of progress toward degree. In addition, freshman with a first semester GPA lower than 2.5 will be placed on freshman probation. All students must maintain an IST GPA of 2.5 or higher to be certified for graduation.  |
| Management                       | Semester GPA less than 2.0, earning fewer than 12 credit hours in two consecutive semesters, or failure to meet adequate progress standards.<br>Students can also be placed on college probation or academically suspended for taking a Leave of Absence after the drop deadline (resulting in all WD, I, or Failing grades).  |
| Public Communications            | GPA of less than 2.0 in Public Communications courses, or excessive missing grades or Incompletes, or semester GPA below 2.0 for two consecutive semesters, or failure to make normal progress toward a degree.  |
| Sport and Human Dynamics         | Students with one or more of the following conditions will be placed on academic probation: semester and/or cumulative GPA below 2.0; excessive number of Incomplete, NA, or missing grades; lack of progress toward degree.   |
| University College               | Semester or cumulative GPA less than 2.0; excessive number of Incompletes, NA, or missing grades.  |
| Visual and Performing Arts       | Semester GPA below 2.0 with cumulative GPA above 2.0; or excessive NAs, Incompletes, or other failure to make normal progress toward a degree.   |

## Academic Rules

### 15.0 Leave of Absence, Withdrawal and Readmission

If a student leaves the University before completing his/her degree requirements, the student must file for an official leave of absence, whether or not the student intends to return to Syracuse University. Syracuse University undergraduate students who take a leave of absence to study abroad for an academic year semester on a program not affiliated or approved by Syracuse University will not receive transfer credit. If the student registers but then leaves without notifying the University, the student will continue to incur tuition, room, board, and other charges. Course registrations will remain and any grades submitted by the student's instructors will be recorded on the student's transcript. For students who do not register at all, the notation "Discontinuation -- non-attendance" will also be recorded on their transcript. Discontinued students must follow formal readmission procedures.

#### 15.1 Leave of Absence

Undergraduates initiate the leave of absence process through their school/college undergraduate office. Graduate students file an Official Leave of Absence/Withdrawal form through their academic department. A leave of absence is not available to a student who has a pending disciplinary action.

##### *Medical Leaves of Absence*

Students leaving the University for medical and/or psychological reasons must go through the Office of Student Assistance, and obtain approval of Health Services and/or the

Counseling Center for a medical leave to take effect. If extraordinary circumstances exist, the student may apply to the appropriate department/school/college for retroactive approval of a medical leave of absence. This application must be made within 60 days of the student's last date of class attendance.

##### *Military Leaves of Absence*

Undergraduates being activated by the military should initiate a leave of absence procedure through their home school/college undergraduate office; graduate students should contact their academic department. The dean's office or academic department will advise about options to drop courses, take class standing grades, or take Incompletes, as well as the academic implications of these options.

#### 15.2 Withdrawal

Syracuse University will officially withdraw students who are suspended for academic or disciplinary reasons; the suspending school/college or the Division of Enrollment and the Student Experience will initiate the withdrawal. A student who chooses to leave the University rather than participate in the judicial or academic integrity review process will be classified as having been withdrawn for disciplinary reasons. The University may also withdraw students for medical reasons, failing to attend classes, or for academic integrity violations. Officially withdrawn students lose matriculation status; however, matriculation may be reinstated if all requirements for readmission are met.

*Enforced Medical Withdrawal* An enforced medical withdrawal may be imposed in situations such as, but not limited to, when a student fails to attend and participate actively in an

appropriate assessment, educational program, or other intervention; and situations in which student behavior poses a significant health or safety risk to the student or others. The Senior Vice President of Enrollment and the Student Experience, or one or more of her/his designees will make the determination with appropriate professional consultation.

*Academic and Financial Implications of Leaves and Withdrawals* For academic and financial purposes, the effective date is either the date the Official Withdrawal/Leave of Absence form is approved by the undergraduate home school/college or the graduate student's department, or the day after the end of the current semester, whichever is later.

A student cannot receive Incomplete grades for courses in which he/she was enrolled if the student takes a leave of absence or is withdrawn before the end of the semester; only grades of WD or F can be recorded on the student's transcript. If a student registers for a future semester and subsequently take a leave of absence or are withdrawn, then the student's registration for that semester will be canceled.

*Transcript Notation and Effective Date* Leaves of absence and withdrawals will be noted by effective date on the transcript. The transcript notation for leaves of absence is "Leave of Absence-- Student Initiated," for students who intend to return and "Student Initiated Withdrawal - Not The student is responsible for initiating any requests for refunds, including those that result from medical leaves. See TABLE H and Tuition, Fees and Related Policies for the complete statement of SU's policy and requirements for refunds for withdrawals and leaves of absence.

### TABLE H Academic and Financial Effects of Dropping or Withdrawing from a Course, Leave of Absence, and Withdrawal from the University

| Action  | Date  | Effect on Transcript   | Effect on Financial Aid  | Effect on Tuition and Fees   |
|---|---|--|--|--|
| Drop a class, take a leave of absence, or be withdrawn from the University          | On or before the financial drop deadline (in fall and spring, three weeks from the first day of classes for regular session or the class-specific deadline for flexible format classes) | Class(es) dropped  | For leaves and withdrawals, all financial aid is canceled.   | All charges, except the nonrefundable portion, will be refunded. <sup>1</sup>                              |
| Withdraw from a class, take a leave of absence, or be withdrawn from the University | After the academic drop deadline and on or before the class withdrawal deadline   | Class(es) remain(s) on transcript with withdrawal (WD) grading symbol, see footnote. 2 | For leaves and withdrawals, see footnote.1 No adjustments are made for individual dropped courses. | For individual classes, all charges remain. For leaves and withdrawals from the University, see footnote.1 |
| Take a leave of absence or be withdrawn from the University                         | After the course withdrawal deadline  | All classes graded "F", t<br>2   | For leaves and withdrawals, see footnote.1 No adjustments are made for individual dropped classes. | See footnote.1   |

<sup>1</sup> Federal regulations governing refunds and adjustments to federal financial aid, and adjustments to institutional scholarships and grants require careful review. Please see the current *Tuition, Fees & Related Policies* for details.

<sup>2</sup> Classes completed before the effective date of the leave of absence or withdrawal may be graded.

<sup>3</sup> Once you are registered you can view the financial deadlines for your class(es) by going to MySlice>Student Services. Once you are registered you can view the academic deadlines for your class(es) by going to MySlice>Student Services>View My Class Schedule and clicking on the symbol under the "deadlines" heading.

## Academic Rules

### 15.3 Readmission

Students who plan to re-enroll at Syracuse University, must apply for readmission. Approval of the student's readmission may be affected by any of the following conditions:

- the school/college and program must have available space to accommodate the readmission;
- the student may need to satisfy new requirements in his/her academic program or even change his/her major, depending upon curricular changes that may have occurred during his/her absence. The school/college and/or department will determine the available options.
- the student must meet all outstanding Syracuse University financial obligations.

To be eligible for financial aid the student must meet Satisfactory Academic Progress standards and should contact the Financial Aid office.

If the student's leave/withdrawal was conditional, the student must resolve the appropriate issues and obtain readmission approval from the academic unit or office that authorized or required the leave/withdrawal.

If the student left the University without requesting an official Leave of Absence, the student must follow formal readmission procedures as set by the student's school/college.

Readmission is effective the first day of the approved semester.

After the readmission has been approved and processed, the student may register for the readmit semester during the regular registration period, the schedule adjustment period prior to the start of the readmit semester, or on the registration day for new students at the beginning of the readmit semester.

If the student is applying for readmission following an academic withdrawal:

- Arts and Sciences, Education, Public Communications, Sport and Human Dynamics, and Visual and Performing Arts students are eligible to apply for readmission after one academic year from the date of an academic withdrawal. In addition, some Sport and Human Dynamics students may be eligible for fast-track readmission (see the college's policies).
- Other schools/colleges allow readmission applications after one calendar year from the date of an academic withdrawal.
- The student's school/college may place the student on academic probation for the first semester after the student is readmitted.

Students readmitted to Syracuse University will regain matriculation status, unless they are readmitted to University College as a *special student*.

*Special Student Status:* After an academic dismissal, with home school/college and University College approval, the student may apply for readmission and transfer to University College as a special student. Special students are limited to a maximum registration of six credit hours in the first semester at University College. The student may apply for readmission and transfer to a main campus school/college after earning a minimum of 12-15 credits with a minimum cumulative GPA of 2.0.

*Arts and Sciences and iSchool* students must obtain permission from these colleges before applying for special student status through University College. This process requires an interview and a contract.

### Degree and Certificate Programs

#### 16.0 Degrees

All students must complete a minimum number of credit hours at Syracuse University in courses offered through NYSED registered programs in order to be granted a Syracuse University degree. Undergraduate students must take at least 30 credit hours of coursework at Syracuse University to qualify for the degree; in most cases more than 30 credits will be required in order to fulfill degree requirements. Work necessary to complete a major must be completed at Syracuse University unless a waiver is granted by the appropriate major department.

Syracuse University courses taken while a student is matriculated at SUNY ESF do count toward the residency requirement. ESF courses taken while a student is matriculated either at SUNY ESF or at Syracuse University do not count toward the Syracuse University residency requirement.

University College candidates for associate's degrees, Bachelor of Liberal Studies degrees, or Bachelor of Professional Studies degrees must complete a minimum of 30 credit hours of Syracuse University coursework while enrolled as a part-time student at University College. Credits earned at Syracuse University while enrolled as a full-time student do not count toward this requirement.

The types of degrees conferred, the minimum number of credit hours required for each degree, and the list of approved programs of study can be found in the Academic Offerings section of the Syracuse University Course Catalogs. Students usually follow the curriculum requirements in place at the time of their matriculation to the University

## Academic Rules

**TABLE I Degree Types**

| Type                 | Requirements  | Notes  |
|----------------------|---|--|
| Associate's          | A.A.: Three-quarters of the work must be in the liberal arts and sciences.  | Only available to part-time University College students. See Residency Requirement.  |
| Bachelor's           | B.A.: Three-quarters of the work must be in the liberal arts and sciences.<br>B.S.: One-half of the work must be in the liberal arts and sciences.<br>B. Arch., B.F.A., B.I.D., B. Mus.: One-quarter of the work must be in the liberal arts and sciences.<br>B.P.S. (Bachelor of Professional Studies) one quarter of the work must be in the liberal arts and sciences.   |  |
| Master's             | At least one of the following: passing a comprehensive test, writing a thesis based on independent research, or completing an appropriate special project.  | Master's degree programs normally require a minimum of one academic year of full-time graduate level study, or its equivalent in part-time study, with an accumulation of not less than 30 semester hours.<br>Courses numbered 500-599 may not make up more than one-half of the Syracuse coursework   |
| Master of Philosophy | It may be conferred upon a student who has satisfactorily fulfilled all Ph.D. requirements but the dissertation. The following requirements apply: (1.) The student must be enrolled in the Ph.D. program; (2.) The student must have reached all but dissertation (ABD) status, in accordance with program requirements, and such designation must appear on the student's advising transcript; (3.) The student must complete a diploma request to receive an M.Phil. degree; and (4.) The M.Phil. must be registered with NYSED. | An intermediate degree between the master's and the doctor of philosophy, awarded by the Graduate School upon the recommendation of the academic unit. Note that not all departments have registered this degree with NY State.<br>Courses numbered 500-599 may not make up more than one-half of the Syracuse coursework.   |
| Doctoral             | Doctoral studies shall include the production of a substantial report on research, or the independent investigation of a topic of significance to the field of study, or the production of an appropriate creative work, or the development of advanced professional skills.  | A doctoral degree represents completion of three academic years of graduate-level study or an equivalent that can be shown to accomplish the same goals.<br>Courses numbered 500-599 may not make up more than one-third of the Syracuse coursework for a doctoral program.  |
| Computer Engineer    | The programs consist of coursework, examinations, and an independent study project. The minimum program consists of 60 credits of work beyond the bachelor's degree, of which 6-18 credits are independent study. Each student will be examined in three topics in computer engineering.  | The degree of computer engineer is offered for qualified students seeking advanced technical education beyond the M.S. degree. The program is designed to provide mastery of a field of knowledge and familiarity with related fields, as well as to develop a capacity for independent study.   |
| Electrical Engineer  | The program consists of coursework, examinations, and an independent study project. The minimum program consists of 60 credits of work beyond the bachelor's degree, of which 6-18 credits are independent study. Each student will be examined in four topics: engineering mathematics and three fields of electrical engineering.   | The degree of electrical engineer is offered for qualified students seeking advanced technical education beyond the M.S. degree. The program is designed to provide mastery of a field of knowledge and familiarity with related fields, as well as to develop a capacity for independent study. Candidates, with the approval of the faculty, may work toward the Ph.D. after completing the electrical engineering degree. |

## Academic Rules

### 16.1 Undergraduate Degree and Certificate Programs

Within the bachelor's degree there are four types of degree programs available to undergraduate

students at Syracuse University: single degree programs, single degree programs with double majors, single degree programs with dual majors, and combined degree programs. Students must complete a prescribed course of study and

minimum number of credit hours to complete a degree program.

**TABLE J Undergraduate Degree Programs**

| Type   | Requirements   | Notes   | School/College Information   |
|--|--|---|--|
| <i>Single Degree Program</i>   |  |   |  |
| A single degree program consists of one major in one school/college.   | A single degree program requires the completion of all degree requirements within one school/college, including the requirements of one major program of study in that school/college.                     | One degree is conferred and one diploma awarded.  | Students are enrolled in one school/college.   |
| <i>Single Degree Program with Double Major</i>   |  |   |  |
| A single degree program with double major consists of two major programs of study simultaneously pursued (a) in the same school/college or (b) in two separate schools/colleges of the University. | A single degree program with double major requires completion of all degree requirements within the home school/college and the requirements for each major.   | One degree, certified by the home school/college, is conferred. One diploma, signed by the dean(s) of the home school/college, is awarded.  | Students are enrolled in one school/college. In some schools/colleges, completion of double majors, especially when the second major is outside the school/college, may require more than the minimum credits required for graduation. Double majors are available only in some schools/colleges.  |
| <i>Single Degree Program with Dual Majors</i>  |  |   |  |
| A single degree program with dual majors consists of two major programs of study simultaneously pursued in two separate schools/colleges of the University.  | A single degree program with dual majors requires completion of all degree requirements in both schools/colleges, as well as requirements for a major in each school/college or one dually approved major. | Upon certification by both schools/colleges, one degree, the degree associated with the home school/college major, is conferred. One diploma is awarded, signed by the dean of each school/college. Students who wish to pursue other dual programs that have not been formally established must obtain the prior written permission of both deans. In cases where the academic rules of two schools/colleges conflict, the policies of the home school/college take precedence. Completion of some dual programs, particularly those with more than two majors, may require additional credit hours. | Students are enrolled in two schools/colleges, with one designated as the home school/college. Schools/Colleges that have approved <i>single-degree programs with dual majors</i> are listed in Table K.<br><br><i>Architecture</i> Single degree programs with dual majors are not available<br><i>Arts and Sciences</i> Students enrolled in a single degree programs with a dual major must earn a minimum of 90 credits in Arts and Sciences.<br><br><i>Engineering and Computer Science</i> Completion of a second major within Engineering and Computer Science requires completion of all requirements for each major in addition to the requirements of the dual school/college.<br><br><i>Management</i> single degree programs with a dual major are not available (outside of those that are formally establish with the sciences in Arts & Sciences, Information Studies, and Newhouse). |

**TABLE J Undergraduate Degree Programs (continued)**

| Type  | Requirements   | Notes  | School/College Information   |
|---|--|--|--|
| <i>Combined Undergraduate Degree Program</i>  |  |  |  |
| A combined degree program consists of two degree programs with distinct degree titles that recognize competencies in two essentially different areas pursued simultaneously in the same school/college or two different schools/colleges. | Concurrent admission to a second undergraduate degree program is constrained by NYSED's restrictions regarding second undergraduate degrees and review by the University registrar. Students must meet admissions requirements of both degree programs. For programs involving two schools/colleges, students must fulfill degree requirements in both schools/colleges. Students in combined programs must complete 25 percent additional work beyond the normal requirements for one of the degrees (this may be either the degree with the higher or lower credit-hour requirements, based on the school's/college's determination), e.g., 30 more credit hours for a 120-credit hour degree. The additional credits must be SU credit as defined under the Residency Requirement. Transfer and other credit may be accepted only if the second degree requires more than 25 percent additional credits, and such credit is applied in excess of the 25 percent additional credits. | Two degrees and two diplomas are conferred.<br><br>See Table H for a list of combined undergraduate-graduate degree programs.<br>Students pursuing a B.A. degree will not be admitted to a second B.A. degree program in the same school/college. Approval for admission to a second B.S. degree program requires a significant difference in overall degree requirements between the two programs.<br>The awarding of the second degree may be either concurrent with, or subsequent to, the awarding of the first. | Programs available as a single degree with dual majors (see Table K) are not available as combined degree programs. There is one formally established undergraduate combined program: <i>Arts and Sciences and Engineering and Computer Science B.A. (or B.S., by petition) in Arts and Sciences and B.S. in Engineering and Computer Science.</i> Students who wish to pursue other combinations of undergraduate degree programs must obtain the prior written permission of both deans. |

**TABLE K Single Degree Programs with Dual Majors**

| Home School/College                  | Dual School/College      | Type of Degree   |
|--------------------------------------|--------------------------|------------------|
| Arts and Sciences**                  | Education**              | B.A. or B.S.*    |
| Arts and Sciences (4 Science Majors) | Management               | B.S.             |
| Arts and Sciences                    | Public Communications    | B.A. or B.S.*    |
| Education                            | Sport and Human Dynamics | B.S.             |
| Information Studies                  | Management               | B.S.             |
| Management                           | Public Communication     | B.S.             |
| Public Communications                | Information Studies      | B.S.             |
| Visual and Performing Arts           | Education                | B.F.A. or B.Mus. |

\* Students pursuing a B.S. degree in Arts and Sciences must petition the department offering the major to be formally accepted as candidates.

\*\* Arts and Sciences/Education dual program is intended for students pursuing teacher certification. Those wishing to pursue two majors not associated with teaching may continue as single degree program with double major.

## 16.2 Second Undergraduate Degrees

If you previously earned a bachelor's degree at SU or another institution, you may or may not be admissible to a second undergraduate degree program, depending on the disciplinary and professional "proximity" of the completed and proposed programs. NYSED has ruled that "the conferral of two bachelor's or associate degrees should be reserved as a means of recognizing that a candidate has competencies in two essentially different areas: when a second degree, as opposed to one degree with a double major, is academically justifiable and when the second

degree requires one-fourth additional work (i.e., 30 credit hours for a 120-credit hour degree)."

The University registrar, in consultation with the associate provost for academic programs and appropriate academic advisors, will decide whether admission to a second undergraduate degree program is in accord with NYSED's criteria. If you earned a B.A. degree you will not be admitted to a second B.A. degree program that falls within the same SU school/college (or comparable school/college, if the first degree was earned elsewhere), due to the significant overlap of degree requirements. Approval for admission to a second B.S. degree program requires a significant difference in overall degree

requirements between the two degree programs. Students who meet these criteria must also meet all admissions requirements of the program to which they apply. Students whose first degree was earned at Syracuse University must file an Application for Readmission, available from the admitting school/college office. Students with first degrees from other institutions follow the normal admission application procedure.

A minimum of 30 credits for a second undergraduate degree must be Syracuse University credit, as defined under the Residency Requirement. Transfer and other credit may be accepted only if the second degree requires more than 25 percent additional credits, and such credit is applied in excess of the 25 percent additional credits.

At the time of matriculation in the second undergraduate degree, any courses previously taken as a non-matriculated student at SU will be entered on the undergraduate record, if they do not already appear there. This coursework will calculate toward credit hour and grade point totals on the undergraduate record.

The official Syracuse University transcript record for students with a prior SU undergraduate degree is cumulative, i.e., courses and grades for all undergraduate work, regardless of the degree program to which they apply, appear on one transcript with cumulative totals. The home school/college for the second undergraduate degree manually maintains and monitors the record of work related to the second degree. Calculations for satisfactory academic performance, honors, etc., are derived from the school/college or departmental records and may not be reflected on the official transcript.

## Academic Rules

### TABLE L Combined Undergraduate/Graduate Degree Programs

| Requirements   | Notes  | School/College Information   |
|--|--|--|
| <i>Undergraduate/Graduate Teacher Preparation Degree Programs</i>    |  |  |
| Students must fully meet the combined requirements for both degrees. | Undergraduate students are accepted in the combined program through a two-step process: an initial declaration, then an application prior to their first graduate semester. Graduate status is required in the 5th year of study, for the two final semesters. Both degrees are awarded concurrently.<br><br>Graduate courses taken in the first four years that count toward fulfillment of graduate requirements are removed from calculation on the undergraduate record and transferred as a block of credits to the graduate record, where the credits apply but grades do not calculate toward the GPA. However, these grades will be used in manually calculating the GPA for all graduate credits toward the Master's degree, to assure that the minimum 3.0 requirement has been met. | Arts and Sciences/Education B.A./M.S.<br>5-year Teacher Preparation programs   |
| <i>Undergraduate and Other Non-Law Graduate Degree Program</i>       |  |  |
| Students must fully meet the requirements for both degrees.          | Students are accepted for graduate study after completion of the third year of study but are not fully matriculated as graduate students until bachelor's degree requirements have been met. The undergraduate degree is awarded before completion of the graduate degree. Graduate courses taken in the fourth year of study count toward fulfillment of both undergraduate and graduate degree requirements. The graduate courses are included in the undergraduate tuition and appear only on the undergraduate record, and grades calculate only toward the undergraduate GPA. A block of transfer credits labeled as "transferred from SU undergraduate record" appears on the graduate record, if needed, and applies credit hours toward the graduate degree.                           | Please see Academic Offerings for the list of combined programs.<br>Students who wish to pursue other combinations of undergraduate and graduate degree programs must obtain the prior written permission of both deans. |
| <i>Undergraduate and Law Graduate Degree Program</i>                 |  |  |
| Students must fully meet the requirements for both degrees.          | In this program, students matriculate in the law program after completion of the third year of undergraduate study. Courses taken in the first year of law study count toward fulfillment of both undergraduate and law degree requirements. They are billed at the College of Law tuition rate and appear only on the law record, and grades calculate only toward the law GPA. A block of transfer credits labeled as "transferred from SU law record" appears on the undergraduate record and applies credit hours toward the undergraduate degree. The undergraduate degree is awarded before completion of the graduate degree.   |  |

### 16.3 Undergraduate Certificate Programs

A matriculated student who is studying for a certificate must satisfactorily complete a program of study of not less than 12 credits that is approved by the academic unit and by NYSED.

### 16.4 Degree Certification

All students must complete the minimum number of credits required for their degree or certificate. Undergraduate students must have earned a cumulative GPA of 2.000 or better to qualify for graduation. Graduate students must have

earned a cumulative GPA of 2.800 overall, with 3.000 in their program requirements, to qualify for graduation. The student's school/college/graduate department may have additional degree specific requirements. School/college/graduate department officials provide certification to the Registrar's Office that degree and certificate requirements have been met; this process generally takes four to six weeks after degree requirements have been satisfied.

For the degree award date in May, students must apply for graduation in My Slice by March 1st. For all other degree award dates (June, July, August and December), students must apply for graduation through My Slice no later than the beginning of their last semester of study.

Students must have all requirements for the degree or certificate program completed and submitted before the degree date for which they have indicated they will graduate. If requirements are completed and/or submitted after the degree date, conferral of that degree or certificate will move to the next degree date. Degrees are not awarded retroactively. Degree award dates fall in May, June or July, August, and December. Degree award dates are published on the Registrar's Office website each academic year. Schools and colleges may establish earlier deadlines.

It is the student's responsibility to know and fulfill all degree requirements for graduation. Participation in convocation and commencement ceremonies does not indicate that degree

## Academic Rules

requirements have been completed. Students who are suspended, dismissed or on a leave of absence may not participate in convocation and commencement ceremonies.

### 16.5 Diplomas and Certificates

Students must file a diploma request through My Slice no later than the beginning of their last semester of study. Failure to apply for the diploma may postpone the student's graduation.

Diplomas are ordered after program completion has been certified by schools/colleges and posted by the Registrar's Office. Students will receive their diplomas/certificates four to six weeks after the certification/posting process has been completed. Diplomas are issued once. Diplomas can be reissued if lost or damaged. Syracuse University reserves the right to withhold diplomas/certificates/official transcripts from

students with unsatisfied financial obligations to the University, or at the request of the Office of Student Rights and Responsibilities, or the Academic Integrity Office.

*Undergraduate diplomas:*

- display the degree title;
- display University honors and "Renée Crown University Honors," when awarded;
- do not list major or minor; and
- are signed by the Chancellor and the Dean(s) of the student's school(s)/college(s)

*Undergraduate Certificates:*

- display the certificate title;
- list the area of study; and
- are signed by the Chancellor and the Dean of the school/college that awards the certificate.

### 17.0 Majors

A major consists of a minimum number of credit hours of courses in a formally approved program of study. The purpose of the major is to provide depth of knowledge and competence in a subject area of special interest. A student must declare a major and complete all requirements of the major in order to earn a Syracuse University degree.

Each school/college determines the courses, number of credit hours, and other requirements for its majors. All students must apply for and be accepted into a major no later than the beginning of the semester in which they obtain junior standing. Failure to do so will prevent registration for future semesters.

For the following schools/colleges, the indication of intended major on the application for admission and/or intra-University transfer is unofficial. All students in these schools/colleges must officially declare their major.

| School/College                 | Notes   |
|--------------------------------|---|
| Arts and Sciences              | Every B.S. degree program must include at least 30 credits of upper-division coursework in the field of study, or at least 6 credits more than the B.A. program in the same field (whichever is greater), in upper-division work in the field of study. Of the upper-division credits counted toward the completion of a major, at least 12 must be Syracuse University letter-graded course work. In order to be awarded a BA in a program, student must earn at least 12 upper division credits uniquely counting toward the BA. In order to be awarded a BS in a program, a student must earn at least 15 upper division credits uniquely counting toward the B.S. In the case of the Integrated Learning Majors, a student must earn at least 12 upper division credits uniquely counting towards the B.A. or B.S.<br><br>There are specific procedures for being officially admitted to a major. Students declaring a major are considered to be pursuing the B.A. (Bachelor of Arts) degree. Students who wish to pursue the B.S. (Bachelor of Science) degree in Arts and Sciences must petition the department offering the major to be officially accepted as a candidate. |
| Management, University College | There are specific procedures for being officially admitted to a major.   |

### TABLE M Double Majors (in Single Degree Programs)

| School/College                   | Notes   |
|----------------------------------|---|
| Architecture                     | Students may not have a double major.   |
| Arts and Sciences                | In order to be awarded a BA in a program, a student must earn at least 12 upper division credits uniquely counting toward the BA. In order to be awarded a BS in a program, a student must earn at least 15 upper division credits uniquely counting toward the BS. In the case of the Integrated Learning Majors, a student must earn at least 12 upper division credits uniquely counting towards the BA or BS.                                       |
| Engineering and Computer Science | Completion of a second Engineering and Computer Science major within the college requires completion of all program of study requirements for each major. Students pursuing any combination of double majors where one or both are Engineering and Computer Science majors must complete the Engineering and Computer Science programs of study in their entirety.  |
| Management                       | To complete a double major in Management, students complete all required courses for each major. Courses that are applicable to multiple majors may only be used to fulfill the requirements of one major. Double majors outside Management usually require completion of additional credits. Management majors are not available to singly enrolled students in other schools/colleges.  |
| Public Communications            | Public Communications students may only have one major in the School of Public Communications. Public Communications majors are not available to singly enrolled students in other schools/colleges.  |
| University College               | University College candidates for associate's degrees, bachelor of liberal studies degrees, or bachelor of professional studies degrees must complete a minimum of 30 credit hours of Syracuse University coursework while enrolled as part-time students at University College. Credits earned at Syracuse University while enrolled as a full-time student do not count toward this requirement.  |
| Visual and Performing Arts       | BS Candidates in CRS may double major with any BFA program with in VPA. Students must complete all BFA requirements plus 36 credits in CRS major required courses. CRS required courses may count as academic electives for BFA requirements. Degree granted is a BFA.<br><br>BFA and BM degree candidates may only have one major within VPA. Exceptions may be granted to Art Education and Music Education students, after review of academic plans. |

## Academic Rules

### 18.0 Minors

Minors provide a systematic opportunity to focus on an area of interest. Minors may be required as

part of a degree program, or they may be selected voluntarily. Because of limited space in high-demand courses, admission to some minors may be restricted. The proportion of liberal arts and sciences courses required for the degree must be

maintained, and minors that are too closely related to your major will not be approved. Minors require a minimum of 18 credit hours, 12 of which must be in 300- to 400-level coursework. No courses may be taken as pass/fail.

### School/College Rules

| School/college                    | Rules   |
|-----------------------------------|---|
| <i>Arts and Sciences</i>          | In order to be awarded a minor in a program, Arts and Science students must earn at least 6 upper division credits uniquely counting toward the minor. At least 15 of the credit for an Arts and Science minor must be Syracuse University letter-graded coursework.  |
| <i>Education</i>                  | Education students must declare any minor by the end of the junior year or 6th semester of study.   |
| <i>Management</i>                 | Minors in Management must be declared by the end of the Sophomore year or 4th semester of study with a minimum cumulative GPA of 3.2 and a minimum of 4 remaining semesters on campus. All 18 credits must be letter-graded coursework taken at Syracuse University. Acceptance into the minor does not guarantee that the minor can be completed in the remaining timeframe due to pre-requisites and course availability. |
| <i>Visual and Performing Arts</i> | All credits counting towards a VPA minor must be letter-graded coursework taken at Syracuse University. This rule applies to all Syracuse University students accepted in the minor, regardless of the home college.  |
| <i>University College</i>         | The Creative Leadership and Knowledge Management minors are open to all Syracuse University undergraduate students in good standing with the approval of their home college. Not available for students in the Martin J. Whitman School of Management. Students must declare the minor no later than the first semester of junior year. 3.0 GPA (based on completion of 30 credits) is required.                            |

The department or school/college offering the minor determines the requirements, and any exception to the minor requirements must be granted by petition by the minor department and approved by the home college. Once the student's school/college has certified completion of both the degree and minor, the minor will appear on the official transcript.

# Academic Rules and Regulations of the Graduate School

These rules and regulations are based on the requirements of the Graduate School. Departments, schools, and colleges may have additional rules that apply, that may be more restrictive. Academic rules and regulations for the College of Law may be found on their website. The general rules contained in the Undergraduate Academic Rules and Regulations also apply to graduate students.

## Additional Sources for Information

There are a number of other sources for information and rules that are important for students. They include, but are not limited to, the following:

- [Syracuse University Policies](#)
- [Financial Aid Home](#)
- [Student Handbook](#)
- [SU Abroad](#)
- [Tuition, Fees & Related Policies](#)

## Academic Record

### 19.0 Advanced Credit Examinations

Graduate students who wish to obtain credit toward advanced degrees for knowledge in a

field essential to their programs of study but acquired by means that preclude formal transfer to Syracuse University may petition for an Advanced Credit examination in a course or courses covering the relevant area of study. The petition requesting an Advanced Credit examination must state the basis for the belief that the student has attained competence at the graduate level in the specified academic area and be accompanied by a statement from the student's department supporting the petition and accepting responsibility for preparing and administering the examination. The minimum passing grade for a graduate Advanced Credit Exam is B.

### 20.0 Transfer Credit

At the graduate level, schools/colleges and departments may assess and accept credit

- earned at another regionally accredited graduate school in the United States or at an institution equivalently recognized in another country;
- earned in a course in which the grade earned was at least a B. Coursework completed on a pass/fail basis is not eligible for transfer, unless

approved by both the academic unit chair and the dean of the Graduate School; and

- that is an integral part of the degree program. Transfer credit should be evaluated and posted no later than the end of the semester preceding the semester in which coursework for the degree will be completed. All coursework applied toward a degree must comply with all time limitations.

A maximum of 30 percent of credits counted toward a master's degree at Syracuse University may be transferred from another institution provided that the credits are an integral part of the degree program. Transfer credit can comprise no more than 50 percent of the doctoral coursework. This rule does not apply to dual degree programs and to degree programs that are offered jointly with another university.

A maximum of three credits from a combination of transfer and/or external examinations/extracurricular and experiential learning will be accepted toward a C.A.S. Exceptions may be granted by petition to the dean of the Graduate School.

## School/College Rules

|                       |  |
|-----------------------|--|
| Information Studies   | <p>A minimum grade of B is required in any transferred course, and credits from courses transferred must have been earned within seven (7) years of when the student is going to graduate with their iSchool degree.</p> <p>If international students have a non-STEM visa coming into a STEM program at the School, or are transferring into a program with a higher or lower number of credits needed to graduate, the student must notify the Slutzker Center for International Services so that the Center can report the facts of the student's present situation to US Immigration for potential visa adjustment.</p> <p>Students may transfer a maximum of six credits of elective courses into the M.S. program in information management, or the M.S. program in Library and Information Science, from outside of the School or University.</p> <p>Students may transfer up to a maximum of 15 credits to the M.S. program in information management under articulation agreements with the following institutions. The agreements are available for review on the School of Information website.</p> <p>National Defense University.<br/>University of Virginia School of Continuing and Professional Studies Certificate in Cybersecurity Management.<br/>US Army Signal Center School.</p> |
| Management            | <p>Students may transfer a maximum of six credits of elective courses into their M.B.A. or M.S. program from another AACSB-accredited business school. Students must file a petition and receive approval prior to taking the course. Grades from these courses will not be transferred, nor will they count toward the GPA. A grade of B or better is required in the transfer course.</p>  |
| Public Communications | <p>A maximum of 20 percent of credits counted toward any master's degrees in the S.I. Newhouse School of Public Communications may be transferred: advertising; arts journalism; broadcast and digital journalism; communications management; documentary film and history; magazine, newspaper &amp; online journalism; media management; photography; public relations; and television, radio &amp; film.</p>  |

## Academic Rules

### 21.0 Graduate Students Taking Undergraduate-Level Courses

Prior to registration, graduate students may petition to register for an undergraduate-level course, with the exception of PED courses, which do not require a petition. An undergraduate course taken by a graduate student appears on the graduate section of the transcript. The course counts toward overall credit and GPA calculations on the transcript, unless flagged to remove it from calculation. However, an undergraduate-level course does not fulfill graduate degree requirements.

### 22.0 Restricted Graduate Credit

Restricted graduate credit is credit earned at the graduate level by students who aren't matriculated in a graduate program. Restricted credit must be converted to graduate credit in order to be included in a graduate degree or certificate program. All coursework taken as a non-matriculated student automatically calculates toward the graduate GPA unless a petition to flag the courses is submitted to and approved by the department chair of student's program after matriculation in a degree or certificate program.

### 23.0 Conversion to Graduate Credit

A student may apply to have up to 12 credits of restricted graduate credit converted to graduate

credit if the student meets *all* of the following conditions:

- becomes matriculated in a graduate degree or certificate program
- overall average in all Syracuse University graduate work is at least 2.8
- earned a B or better in each course
- courses are part of a degree or certificate program approved by the student's department
- coursework has been completed within the time limit allowed for the degree

Restricted graduate credit earned during the term in which the student became matriculated in the Graduate School is converted automatically to graduate credit.

### School/College Rules

|            |   |
|------------|---|
| Education  | In the higher education degree program, no more than six hours of restricted graduate credit may be converted to graduate credit. In all other graduate degree programs, no more than nine hours of restricted graduate credit may be converted to graduate credit. |
| Management | No more than six credits of restricted credit may be converted to graduate credit.  |

### 24.0 Retaking Courses

Graduate Students may retake a course in which he/she earned a grade of C+, C, C- or F, with the approval of his/her department/college and the Graduate School. Graduate courses may be retaken only once. A repeated course replaces the original course on the student's degree program of study, but both the original course and the repeated course will appear on the student's transcript and both courses will calculate, unless the original course is flagged.

### 25.0 Flagging Courses

A student may petition his/her department/college to flag the following:

- undergraduate or remedial courses that are not part of the student's graduate program, such as English as a Second Language
- courses taken while non-matriculated
- when officially changing degree programs, courses that do not apply to the student's new degree program under certain conditions.
- when retaking a course in which the student earned a grade of C+, C, C- or F, with the approval of his/her department/college. Graduate courses may be retaken only once. (Note that unless flagging is requested, both the original course and the retaken course will be included in calculations.)

### 26.0 Grades

P/F (Pass/Fail)

Graduate students may only receive pass/fail grades for courses designated as pass/fail.

### Academic Status

#### 27.0 Minimum GPA to Continue Graduate Work

Graduate students must earn at least a 2.8 cumulative GPA in the first 30 credits of graduate study at Syracuse University. The academic unit may cancel matriculation if this requirement is not met.

#### 28.0 Student Status

Full-time

A graduate student is considered full time under any one of the following conditions:

- registered for full-time study (9 credits for fall, spring, or summer in a program approved by the student's advisor)
- holding an appointment as a graduate assistant or fellow and registered for the semester (fall and spring only)
- registered for fewer than 9 credits but for at least 0 (zero) credits of thesis, dissertation, or degree in progress for the semester and engaged, at a level equivalent to full-time study in one or more of the following activities as certified by your program.
- studying for preliminary, qualifying, or comprehensive exams
- studying for a language or tool requirement
- actively working on a thesis or dissertation
- an internship

If the student is not registered for any coursework, including registration for master's thesis or doctoral dissertation credits, the student must be registered for GRD 998 Degree in Progress.

A law student is full-time if enrolled for 12 credits in a fall or spring semester. If matriculated in a joint/dual degree program that includes the J.D. degree, then the law requirement for full-time status takes precedence over the 9 credit criterion for full-time status as stated above.

*\*Syracuse University considers 9 credits per term to be full-time study for graduate study. The New York State Education Department, based on NYS Education Law and the Regulations of the Education Commissioner, define full-time study to be 12 credits per semester for educational requirements for state academic awards and loans.*

Part-Time (Fall, Spring, and Summer)

Graduate students who do not meet the requirements for full-time status are considered part time.

The maximum course load for graduate students is 15 credits each semester. In some part-time programs the maximum course load may be lower. Registration for additional credits requires a petition and approval of your academic department.

Graduate students may register for a maximum of 6 credits in a six-week session (with Maymester and Summer Session I considered as one session for this purpose), and a maximum of 12 credits in any summer. In some full-time programs the maximum course load may be higher and in some part-time programs the maximum course load may be lower. Registration for credits above the maximum set by your program requires a petition and approval of your academic department.

### Academic Actions

#### 29.0 Internal Transfer

Graduate students may change their degree program if the transfer is approved by the new

## Academic Rules

program. Graduate students wishing to initiate any kind of change in degree program, whether transferring between programs or undertaking concurrent graduate degree programs, must consult their funding sources as to the effect the proposed change may have on their eligibility for continued funding. Internal transfer requests must be received before the financial drop deadline of the current term.

### Degree and Certificate Programs

#### 30.0 Graduate Degree and Certificate Programs

Master's degree candidates must take at least 70 percent of Syracuse University credit hours for the degree. See "Calculation of Credit Hours Toward Degree Requirements" for school/college-specific exceptions.

Doctoral students must take at least 50 percent of coursework, exclusive of dissertation, in courses offered through a Syracuse University registered graduate degree program. Experiential learning credit and professional experience courses don't count toward the residency requirement.

#### 31.0 Master's Degrees

##### Program of Study

A matriculated student who is studying for the master's degree must satisfactorily complete a program of study of not less than 30 credits that is approved by the academic unit and filed with the Graduate School.

##### Time to Degree

Students must meet all requirements for the master's degree within seven years from the time the student registers for the first course to be used in the master's degree program. If a student does not meet this requirement, the student may petition his/her school/college for reinstatement of credits that were completed outside the seven-year timeframe.

##### Comprehensive Examinations

The student's school/college will determine the nature of any comprehensive examination or examinations that apply toward his/her master's degree. Such exams may or may not be directly related to the content of particular courses that the student has taken.

##### Oral Examination

An oral examination committee consists of four voting members that include a chairperson, thesis or area of study advisor, and other specialists in the subject area. The school/college will conduct the examination in the manner it considers most effective; the student should contact his/her department and school/college for specific procedures and guidelines. The committee chair will preside over the exam and ensure that department/school/college and Graduate School regulations and declared policies are followed.

The student's oral examination committee will prepare a report that reflects one of the following statuses: pass; pass with minor revisions (generally editorial); pass with major revisions (substantive); not pass. You are entitled to an

explanation from the committee concerning the results of the examination.

#### 32.0 Doctoral Degrees

Requirements for the doctoral degree emphasize mastery of a field of knowledge, familiarity with allied areas, facility in the use of research techniques, and responsibility for the advancement of knowledge. The degree is given in recognition of high attainments in the student's chosen field, as shown by the completion of specified courses and by the production of a dissertation demonstrating the ability to carry out independent investigation that advances knowledge in the field.

##### Program of Study

Each academic unit determines, consistent with its approved and registered curriculum, the number of coursework credits and the number of dissertation credits that will constitute the student's program of study, including that portion of the work for the master's that will form an integral part of the doctoral program. Minor courses included in the program of study should support the total program, rather than be restricted to academic unit boundaries.

##### Qualifying Examinations

The student must pass a qualifying examination no later than the end of the term prior to the term in which the student expects to complete doctoral degree requirements. The qualifying exam will be set by the student's academic unit, and may be in oral or written form, or both. The student must demonstrate acceptable competence in any required languages or research tools as designated by the student's program before being admitted to the qualifying exam. If the results of this examination are unsatisfactory, the student may be granted a second exam after completing a semester of additional study.

##### Advancement to Candidacy/Time to degree

The student will be admitted to candidacy when he/she has completed all requirements for the degree except for the dissertation and the final oral exam. The maximum time allowed to reach candidacy status is seven years from the term the student matriculated into the doctoral program. The student's department/college must notify the Graduate School when he/she has reached this status before the end of the term in which the status is effective. The maximum time for completion of a doctoral degree is five years from the end of the semester in which the student is admitted to candidacy.

##### Exceeding Time to Degree Requirements

If the student has exceeded the seven-year limit for achieving ABD status, the student must register for GRD 991, which requires a minimum of one credit hour per semester, each fall and spring semester until ABD status is achieved. If the student fails to register for GRD 991, for a given term, the student will be withdrawn from the program.

If the student has exceeded the degree completion limit of five years after achieving ABD status, the student must register for GRD 991, which requires a minimum of one credit hour per semester, each fall and spring semester until the completion of the doctoral degree. If the student fails to register for GRD 991, for a given term, the

student will be withdrawn from the program.

##### Dissertation Advisor

A faculty member from the department or program will be identified as the student's dissertation advisor. The dissertation advisor should be a Syracuse University tenured or tenure-track faculty member in the program of study of student's dissertation. In exceptional cases, where faculty emeriti or others with outstanding qualifications in the student's area of research will direct the dissertation, a member of the Syracuse University faculty from the department/college must jointly oversee the preparation of the student's dissertation.

##### Oral Examination

The academic unit appoints a six-member oral examination committee, including a chair, at the recommendation of the student's dissertation advisor, and with the concurrence of the Graduate School.

The committee chair:

- should have an affinity for the field in which the dissertation was written;
- represents the Dean of the Graduate School;
- typically will be an Syracuse University tenured or tenure-track faculty member from outside the department or program in which the dissertation was written; and
- alternatively, may be either a faculty emeritus or College of Law faculty member.

The student's dissertation advisor will be a committee member. Other committee members should be tenured or tenure-track Syracuse University faculty members. One external member can be included, based on subject-matter expertise; however, this committee member cannot be a personal acquaintance. The student must petition to include more than one external committee member.

Prior to the exam, the Graduate School must verify that the student has been admitted to candidacy, and that all supporting documentation has been filed. The student's dissertation advisor and academic unit will determine the scheduling of the exam with the approval of the Graduate School. Each school/college is free to conduct oral exams in the manner considered to be most effective.

The chair of the oral examination committee has several responsibilities:

- Represent the Dean of the Graduate School.
- Preside over the exam and ensure that academic unit and Graduate School policies and regulations are followed.
- Advise the committee as to general exam and questioning procedures.
- Participate in the questioning of the candidate.
- Vote on the outcome, and secure the committee's vote.
- Submit a written report to the Dean of the Graduate School that includes:
  - the result of the vote, with signatures of approval and appropriate comments;
  - comments on the quality of the examination; and
  - recommendations for any procedural improvements.

## Academic Rules

Further oral exam considerations:

- Exam time and place are publicly announced; graduate students and faculty are encouraged to attend and participate, but will not be allowed to vote.
- If a committee member must be absent from the oral defense:
- that committee member must submit questions and/or comments in writing to the chair in advance; and
- the Graduate School must approve any committee substitutions after the exam has been scheduled, or if more than one committee member will be absent.

Voting and results:

- Voting will be held in executive session of the committee.
- All committee members, including the chair, vote equally.
- In order to pass the exam, a majority of the committee must vote favorably; members may make their approval conditional on changes to the dissertation.
- The committee's report will recommend one of the following outcomes:
  - pass
  - pass with minor revisions (generally editorial)
  - pass with major revisions (substantive)
  - not pass

The student is entitled to an explanation from the committee concerning the outcome of the defense.

### 33.0 Certificate Programs

**Certificates of Advanced Study (C.A.S.)** (excluding programs registered as preparing individuals for a teaching certificate, educational leadership certificate, or a professional license issue by the State Education Department): A matriculated student who is studying for a C.A.S. must satisfactorily complete a program of study of not less than 12 credits that is approved by the academic unit and filed with the Graduate Degree Certification Office. C.A.S. programs may be part of an existing degree program or a stand-alone program of study.

*Eligibility requirement:* To be awarded a C.A.S., a student must be matriculated in the certificate program for at least one semester. Matriculation may not be backdated.

### 34.0 Counting Credits Toward Multiple Degrees and/or Programs

NYSED limits the counting of credits toward multiple degrees and/or programs to protect the academic integrity of each degree and/or program. When a student is counting credits towards multiple degrees and/or programs, in the same or closely related field(s) and the coursework makes up an integral part of the degrees and/or programs, the following restrictions apply:

The student must be admitted to the degree

program in each of the awarding department/college.

In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.

In order to earn two or more degrees and/or programs (including Certificates of Advanced Study (C.A.S.)), you must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees. However, in cases where the C.A.S. curriculum is embedded within another degree program, credit from the C.A.S. may be counted in its entirety for the C.A.S. and other degree. Similarly, if the Master's curriculum is in the same field as the doctoral degree, the credits for the Master's degree may be counted in their entirety towards the doctoral degree.

Exceptions

Two 12-credit C.A.S. may not be awarded for less than 21 credits (i.e. only one three credit course can be shared between the two C.A.S.).

Two 30-credit Master's degrees will not be awarded for fewer than 51 credits (i.e. up to nine credits can be shared between the two Master's degrees).

Three 30-credit Master's degrees will not be awarded for fewer than 75 credits.

Note: These restrictions do not apply to joint/dual programs with the College of Law or the Master of Philosophy degrees.

#### **SUNY College of Environmental Science and Forestry and Syracuse University concurrent study**

Syracuse University and SUNY ESF have agreements that encourage concurrent master's study in environmental science and forestry with Syracuse University degree work in public communications, law, management, public administration, and certain education programs. Other Syracuse University fields may also qualify. Students should contact the school/college, the Graduate School and SUNY ESF for specific requirements and procedures regarding concurrent degree work and counting of credits.

### 35.0 Diplomas and Certificates

Reference general academic rule section Diplomas and Certificates.

*Graduate diplomas:*

- display the degree title;
- list major, except when already included in the degree title, e.g., Master of Social Work; and
- are signed by the Chancellor, and the Dean(s) of the student's school(s)/college(s).

*Certificates of Advanced Study:*

- display the certificate title (i.e., Certificate of Advanced Study);
- list the area of study; and

are signed by the Chancellor, and the Dean(s) of the school(s)/college(s) that award the C.A.S.