

**Code of Student Conduct**

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse considers the following behavior, or attempts thereof, by any student, or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

1) Physical harm, or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse or other forms of physical abuse.

2) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words”, and likely to cause an immediate breach of the peace.

3) Conduct which threatens the mental health, physical health, or safety of any person or persons including but not limited to: hazing, drug or alcohol abuse, and other forms of destructive behavior.

4) Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.

5) Intentional disruption or obstruction of lawful activities of the university or its members including their exercise of the right to assemble and to peacefully protest.

6) Theft or damage to personal or university property or services and illegal possession or use of the same.

7) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.

8) Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.

9) Disorderly conduct including but not limited to: public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.

10) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.

11) Failure to comply with the lawful directives of the University officials who are performing the duties of their office, especially as they are related to maintenance of safety or security.

12) Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.

13) Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.

14) Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.

15) Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code, or under the influence of alcohol, illegal drugs, or improper use of controlled substances.
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OFFICE OF ACADEMIC AND STUDENT SERVICES

The Office of Academic and Student Services for the School of Education at located in 111 Waverly Avenue, Suite 230. The professional staff members in this office attend to many details regarding your graduate study. They maintain records of your progress, provide and process required forms, respond to inquiries regarding graduation and certification requirements, and facilitate your efforts in many ways. It is important to know how the office is organized, so that you can contact the appropriate person when you need assistance.

Amie Redmond • amredmon@syr.edu • 443-2506
Assistant Dean for Academic and Student Services

Contact Amie if you have a problem, issue, or concern that requires a higher level of authority, or a confidential matter to discuss.

Carol Dewitt • cedewitt@syr.edu • 443-2506
Assistant to the Assistant Dean

Contact Carol if you would like to meet with the Assistant Dean.

Pam Hachey • pkhachey@syr.edu • 443-2526
Assistant Director of Academic Advising

Contact Pam if your last name begins with A-K to discuss graduation requirements and documentation needed to certify your advanced degree.

Carol Radin • cvradin@syr.edu • 443-9320
Assistant Director of Academic Advising

Contact Carol if your last name begins with L-Z to discuss graduation requirements and documentation needed to certify your advanced degree.

Crystal Ross • crross@syr.edu • 443-9319
Office Coordinator/Receptionist

Contact Crystal if you have questions about where to locate forms or how to fill them out. Make an appointment with Crystal to take the Child Health, Life and Safety Seminar exam.

Linda DeFrees • ladefree@syr.edu • 443-4759
Coordinator of Career Services and Certification

Contact Linda for a resume and cover letter review and to start your credential file for prospective employers. Linda can answer your questions regarding the New York State teacher certification process and will offer fingerprinting services. She will assist you with your job search.

Laurie Deyo • lddeyo@syr.edu • 443-2505
Graduate Admissions Recruiter

Contact Laurie if you would like information on or would like to apply to graduate school at SOE.

Zachary Schuster • zmschust@syr.edu • 443-4269
Undergraduate Admissions Recruiter

Contact Zachary for information on undergraduate admissions.

Make an appointment to meet with your academic advisor at least six months before your expected graduation date to make sure you are on track to graduate.
GENERAL INFORMATION

This Orange Book provides a general overview of Syracuse University’s School of Education and its degree programs leading to the M.S. degree. Further university policy on degree study exists in the publication, Syracuse University Bulletin: Graduate Course Catalog, available online at http://coursecatalog.syr.edu/. It is important that you familiarize yourself with both of these documents. Although respective School of Education program areas have their own specific degree requirements, there are many commonalities addressed in the Orange Book. You will find updated information on the School of Education web site.

The School of Education is composed of seven academic departments: Counseling and Human Services; Cultural Foundations of Education; Health and Exercise Science; Higher Education; Instructional Design, Development and Evaluation; Reading and Language Arts; and Teaching and Leadership. Each department is headed by a chairperson who is also a faculty member in that academic area. To get the most benefit from your time here, you should acquaint yourself with professors, students, and staff in areas other than your own.

SCHOOL OF EDUCATION ASSEMBLY

Many policies of the School of Education, especially concerning academic program requirements, are set by the School of Education Assembly. The Assembly is comprised of the faculty and administrators of the School and elected student representatives. The group meets monthly during the fall and spring semesters.

Looking for a quiet place to study or a cup of cocoa or coffee? The Office of Academic and Student Services welcomes you to their suite of offices.

SCHOOL OF EDUCATION COMMITTEES

The School of Education hosts a number of committees that serve a variety of functions. Many include student representation. All committees welcome input from students regarding the tasks in which they are involved. In addition to these committees, special task groups are also formed throughout the year to address specific issues or problems.

Committee on Promotions and Tenure – serves as the governance body for the School of Education in matters of promotion and tenure.

Committee on Degrees and the Curriculum – meets regularly to review new programs and courses as well as proposed changes and additions to existing courses. The Committee also may study problems related to curriculum as these are presented to the Committee or initiated by it.

Committee on Policies, Standards, and Scholarships – meets when called upon to establish policies on admissions and scholastic standing, including student appeals and disciplinary matters against students. This committee is charged with creating processes for the review of scholarship applications.

Committee on Diversity – charged with reviewing initiatives to advance the School’s mission regarding diversity; serves as a resource for faculty, staff, and students regarding issues and opportunities of diversity in the School; and serves as a liaison between the School and other diversity initiatives at the University.
The School of Education offers the Master of Science (M.S.) and Master of Music (M.Mus) degrees in more than 30 areas. Some degrees lead to New York State teaching certification or to other types of certification and licensure; some prepare students for roles not requiring certification; and others lead to doctoral studies. All programs provide vast opportunities for the development of scholarly and professional skills and attitudes. Although students may not have a background of professional education courses in their baccalaureate degree programs, a master’s program may still be developed for students whose undergraduate programs were based in the humanities, social sciences, foreign languages, mathematics, sciences, and psychology.

**Requirements**

1. A minimum of 30 credit hours for Professional Certification Master’s Programs in Art and Music for students who are already certified to teach in New York State OR 40 credit hours for Graduate Teacher Preparation Programs for non-certified students. Contact your program area chairperson for specific course requirements and total number of credit hours for your program.

2. For Graduate Teacher Preparation programs, a minimum of 18 credits must be earned in Education courses.

3. **Transfer Credits:** A maximum of 30 percent of credits counted toward a master’s degree at SU may be transferred from another institution provided that the credits are an integral part of the degree program.

4. **Proficiency in a Second Language:** Students seeking a master’s degree in the Childhood, English, Mathematics, Biology, Chemistry, Earth Science, Physics, or Social Studies Education teacher preparation programs also need proof of proficiency in a language other than English. Proof of proficiency can be met by three years (3 levels) of high school coursework or one semester at the college level. Official transcripts from the student’s high school, or undergraduate institution, or other postsecondary institution, must be on file in the Office of Academic and Student Services.

5. **Intensive Examination:** An intensive examination, thesis, or other exit alternative usually completes a master’s program. In some program areas, additional credit hours of study may also be required.

6. **Time-to-Completion:** All degree requirements, including transferred credit hours, must be completed within 7 years from the date of completion of the oldest course used in the program of study.

7. **Required Grade Point Average (GPA):** A minimum GPA of 3.0 for courses in your program of study and a 2.8 GPA for all graduate courses taken at Syracuse University.

**Procedures for the Master’s (M.S.) Degree**

1. Consult your faculty advisor and/or chair of your program area regarding degree requirements for the specific master’s program that you intend to pursue.

2. File a Master’s Degree Program of Study form with the Office of Academic and Student Services. Your faculty advisor and program area chairperson must sign the form.

The Master’s Degree Program of Study form should be filed before the completion of 18 credit hours of study. The Program of Study must be filed prior to the completion of 12 credit hours of study if it contains transfer credit. An approved Program of Study must match courses listed on your official transcript. After it is approved by the Assistant Dean, you and your faculty advisor will each receive a copy via e-mail.
**TRANSFER CREDIT**

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. The actual transfer of credit hours will not occur until an official Master's Degree Program of Study form, a petition to transfer the credits, and an official transcript from the prior institution are received by the Office of Academic and Student Services. Students must have earned a grade of B or better in order for the credit hours to be transferred. Courses which issue nontraditional grades such as P or S will not transfer. Previously completed coursework must be transferred prior to the completion of the first 12 credit hours of study at Syracuse University.

**COUNTING CREDITS TOWARDS 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, the following restrictions apply:

1. If you are 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, course credit may be double counted to fulfill degree requirements.

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

3. In order to earn two or more distinct Master’s degrees or a Master’s and doctoral degree, you must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees. Two 30-credit Master’s degrees will not be awarded for fewer than 51 credits, nor will three 30-credit Master's degrees be awarded for fewer than 75 credits. Credits counted toward two or more distinct Master’s degrees must form an integral part of each degree. You must be admitted to the degree program in each of the awarding academic units.

4. Certificates of Advanced Study (C.A.S.) (excluding programs registered as preparing individuals for a teaching certificate, educational leadership certificate, or a professional license issued by the State Education Department). C.A.S. programs may be part of an existing degree program or a stand-alone program of study. In cases in which two or more C.A.S.s are to be earned by one student, the minimum number of credits earned by the student must be at least 80 percent of the combined total of SU credits required for each certificate. However, two 12-credit C.A.S.s may not be awarded for less than 21 credits. In cases where the C.A.S. curriculum is part of another degree program, and you are admitted to that other degree program, credit may be double counted for the C.A.S. and other degree, subject to the above restrictions.

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 SU concurrent study: SU and SUNY ESF have agreements that encourage concurrent master’s study in environmental science and forestry with SU degree work in public communications, law, management, public administration, and certain education programs. Other SU fields may also qualify. Contact your school/college, the Graduate School and SUNY ESF for specific requirements and procedures regarding concurrent degree work.
original copy remains on file in the Office of Academic and Student Services to be monitored as you proceed with your program. To change your Program of Study once it has been approved, you must submit a Petition to the Faculty signed by your advisor and your Program Area Chairperson, to the Office of Academic and Student Services or refile an updated Program of Study.

In compliance with New York State Department of Education regulations, SU only awards transfer credit for courses that are an integral part of an SU degree program, as determined by the appropriate SU academic unit. At the graduate level, schools/colleges and departments may assess and accept credit

- earned at another regionally accredited graduate school in the United States;
- 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 dean and the Dean of the Graduate School; and
- is an integral part of the degree program, and must be evaluated and approved by the academic department and the Graduate School.

3. Discuss with your advisor whether you will take an intensive examination, write a thesis, prepare a portfolio, or if your department has an “in lieu of examination” option.

Intensive examinations are designed by your faculty advisor and/or other faculty in your program and are generally given once each semester. The examination itself carries no credit. Check examination dates with your academic advisor.

a. Check with your department to see if they require a Request for Examination. If so, you must file it with the Office of Academic and Student Services at the beginning of the semester in which you intend to take the exam. The form is available in the Office of Academic and Student Services or on the soe.syr.edu website.

b. You have three chances to pass an intensive examination. After the second failure, you must take 6 additional credit hours of course work (selected in consultation with your faculty advisor) before the third attempt. Rewrites or retakes of the exam can affect the actual conferral date of your degree.

c. Your faculty advisor will send a Results of Exam/Portfolio/Thesis to the Office of Academic and Student Services.

A master’s thesis usually constitutes 3 to 6 credit hours of the total credit hours for your degree. For registration purposes, use EDU 997 as the course prefix and number. Your faculty advisor and a thesis committee (selected from faculty in your area) will assist you in developing, writing, and defending your research.

If you are conducting research involving human subjects, you must file an Institutional Review Board (IRB) application and receive IRB approval to conduct the study. IRB information and forms are available on the web: http://orip.syr.edu

A Portfolio Presentation option is offered by some teacher preparation program areas. Discuss this option with your faculty advisor.

An “in lieu of examination” option is offered by some program areas. This option involves an internship or additional course work generally consisting of a capstone course or a course in which a special

PLEASE NOTE: Syracuse University awards degrees four times a year (May, June, August, and December) but has only one graduation ceremony, scheduled in May. If you will complete all course work and exams by the May, June, or August deadlines and wish to participate in the ceremony in May, you must file your Diploma Request no later than the end of January of that year. If you will complete all course work and exams by the deadlines for the December graduation date, you are eligible to participate in the following May’s ceremony. In this case, you should file your Diploma Request no later than the end of September before your graduation date.
project is completed. Your academic advisor can inform you if your program area offers this option and exactly what will be required of you. The department must notify the Office of Academic and Student Services when this option is successfully completed.

4. Check with your faculty advisor or department chair for any other graduation requirements that may be specific to your program. (Ex: The Child Health and Life Safety Seminar or prior NYS Teacher Certification.)

5. A Diploma Request must be submitted no matter which exit requirement you are completing. The diploma request must be submitted online at MySlice. syr.edu before the beginning of your last semester. The Diploma Request is used for four purposes: to enter your name for an anticipated degree date; to provide an audit of your academic program information; to allow you to indicate special instructions for mailing and imprinting your diploma; and to insure your receipt of commencement information. Diplomas are mailed approximately eight weeks after your degree is certified. Be certain to provide an address that will be valid at that time.

5. You must be continuously registered at Syracuse University during each Fall and Spring semester. If you are not registering for course work, register for GRD 998, Degree in Progress for 0 credit hours. You can register online during the registration period for that semester. A Student Activity fee will be billed to your student account at the Bursar’s Office. To petition to waive the Activity Fee, contact the President of the Graduate Student Organization located in the Schine Student Center.

Students will be charged a $500 fee when they register for the 5th semester of GRD 998, and beyond. For the first 4 semesters during the coursework phase of a graduate degree, the fee will be waived. This fee, charged upon enrollment of the 5th semester, indicates continuing engagement in a graduate program; it recognizes the continuing use of faculty, staff, and institutional resources, even during periods when courses are not being taken. It is designed to encourage students to enroll in courses on a continuous basis so that they complete their degree programs expeditiously. Finally, it maintains the student’s active status in the program.

If circumstances are such that students have to register for GRD 998 for an extended period of time, students must take a leave of absence. A leave of absence permits extension of the time to complete your degree a maximum of one year.

**APPLYING FOR TEACHER CERTIFICATION**

**NEW YORK STATE TEACHER CERTIFICATION**

Certification is NOT automatic. Anyone seeking certification must apply on the [NYSED TEACH](#) website.

**INSTITUTIONAL RECOMMENDATION**

Institutional recommendation is based on the applicant completing a state-approved degree program. All of master’s programs at the Syracuse University School of Education qualify as state-approved degree programs; therefore, Syracuse University can recommend you for certification when you have completed a program that leads to New York State certification. In order to qualify for institutional recommendation, you must apply within two years of completing your degree program at SU; otherwise, you should pursue an alternate route to certification. In addition to completing an approved program, certification exams are required. You can visit the [New York State Certification Exam](#) website for more information.

- Students who complete a master’s degree in an approved teacher preparation program at Syracuse University (which includes student teaching, a practicum, or an internship), and the Child Health and Life Safety exam are eligible for Syracuse University’s recommendation in that certification area. The Certification Coordinator will assist you with the online certification application process.

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For Certification questions or assistance, or to open a credentials file, contact the Coordinator of Career Services and Certification in the Office of Academic and Student Services.
• Students who are presently certified in New York State and complete a master’s degree leading to professional or a new initial certification are eligible for Syracuse University’s recommendation. The Certification Coordinator will assist you with the TEACH online certification application process.

**Types of Certificates Issued by New York State**

**Initial Certification**

- Is the first New York State certificate and is effective for 5 years from the issuance date.
- Complete School of Education approved undergraduate or graduate teacher prep program.
- December 2013 graduates - pass New York State teacher exams: LAST (Liberal Arts & Sciences), ATS-W (Assessment of Teaching Skills-Written) and CST (Content Specialty Test). May and Summer 2014 graduates - pass NYS teacher exams: edTPA (portfolio-based teacher performance assessment), EAS (Educating All Students), ALST (Academic Literacy Skills) and CST (Content Specialty Test).
- Complete fingerprinting process at least 6 months prior to graduation.
- Candidates should apply for this certification within 2 years of graduation to be eligible for School of Education’s recommendation.

**Professional Certification**

- Must be earned before initial certificate expires.
- New York State teacher exams are not required (with the exception of Speech & Language Disabilities).
- Requires completion of a master’s degree in a related area of initial certification.
- Requires completion of 3 years full time teaching employment.
- Requires completion of professional development through school district employer.

Options for those with Initial Certification earned at the Bachelors level:

- Earn master’s degree leading to professional certification in area of initial certification.
- Earn master’s degree in a new certification area.
- Earn master’s degree, provided that 12 graduate credits of content related to the initial certificate are completed (as part of the master’s or in addition to it), as specified by New York State (must apply for certification directly to New York State Department of Education).

**Checklist of steps to file for New York State Certification**

- Successfully pass the required New York State Teacher Certification exams. Test dates, registration and preparation guides are available at [www.nystce.nesinc.com](http://www.nystce.nesinc.com).
- Apply for fingerprinting clearance at the Office of Academic and Student Services at least 2 months before graduation.
- Meet with an advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Complete the Child Health & Life Safety online seminar and pass the exam. Send e-mail to [NYSCHLSS@syr.edu](mailto:NYSCHLSS@syr.edu) for more information.
- Apply for certification through [NYSED TEACH Online Services](http://www.nysed.gov).

**Recommendation for Certification**

- Online certification recommendation will be completed once award date is posted on transcript (typically 4-6 weeks after graduation).

**Provisional/Permanent Certification**

Those with provisional (not initial) teaching certifications must meet the permanent (not professional) certification requirements.

**Certification in Other States**

Although New York State has reciprocity with many other states, it is best to contact the Department of Education in the other states directly for certification information. Each state will have its own certification requirements, which may include examinations and/or additional course work.

More information regarding certification in other states is available at: [http://certificationmap.com](http://certificationmap.com)

If the out-of-state certification application requires Syracuse University to complete an institutional recommendation section, send it with written instructions (indicating where to return the form, once
completed) to the Certification Coordinator in the Office of Academic and Student Services.

We can give this recommendation only after the applicant has completed Syracuse University’s approved program degree requirements.

**Institutional Review Board (IRB)**

Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. At Syracuse University this is known as the Institutional Review Board (IRB). Students and faculty are required to submit copies of any research proposal that involves human subjects to the Institutional Review Board for review unless the research has been found by the IRB to be exempt from review. Review and approval by the IRB must occur before research can begin. IRB forms may be acquired from and submitted to the IRB Office, 121 Bowne Hall.

Required forms, deadlines, updated policies and procedures, and additional resources can be found at: [http://orip.syr.edu](http://orip.syr.edu).

**Selected Syracuse University and School of Education Policy Statements**

**Academic Integrity Policy**

As a member of the School of Education and of the Syracuse University community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University’s Academic Integrity Office (AIO) oversees academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must take responsibility for understanding the nature of academic integrity. You can refer to [http://academicintegrity.syr.edu](http://academicintegrity.syr.edu) for links to the policies. And, as always, be conscientious about your work. Take credit for work that you have done, allow others to take credit for their work, do not take ideas and work without giving credit, and do not cheat. In any situation where someone else is trying to compromise your integrity, use your own judgment and conscience.

**Nonconsensual Sexual Activity and Sexual Harassment**

Syracuse University is committed to maintaining an environment free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, sexual harassment, or other forms of nonconsensual sexual activity. Nonconsensual sexual activity includes the following:

- Any form of nonconsensual sexual intercourse committed against the will of the victim. The type of force used may involve physical violence, coercion, threat of harm, or intimidation, actual or implied. Sexual intercourse can involve oral, anal or vaginal penetration.
- Any actual or attempted nonconsensual sexual activity, including attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature.

**School of Education Academic Dismissal Policies for Graduate Students**

The School of Education requires that all graduate students achieve a minimum cumulative GPA of 3.0 (4.0 scale) in order to graduate. If at any time the student’s cumulative GPA falls below 2.8, the student’s matriculated status may be cancelled by the Graduate School upon recommendation of the student’s academic program.

Additional requirements are stated in the School of Education’s Orange Books and in program and departmental documents. Failure to meet these requirements also constitutes grounds for dismissal from a program of study. Reasons for dismissal include, but are not limited to: failure to pass master’s comprehensives or doctoral qualifying examinations; failure to develop appropriate professional skills and
dispositions; failure to meet program and professional standards of practice; academic dishonesty and other forms of professional misconduct. At or before matriculation, individual programs will notify students of the program specific requirements they must meet to remain in good academic standing.

When a student is judged not to have met the university, school, or program requirements, the department chair will notify the student in writing of this determination and the recommendation of dismissal from his or her program. A copy of this notice will be sent to the Assistant Dean for Academic Services. If no appeal of the dismissal is lodged within one month, the dismissal will be communicated to the Graduate School.

[Note: Violations of the Syracuse University Student Code of Conduct may also result in program dismissal under certain conditions: “Failure to comply with sanctions that are imposed by the University Judicial System, or with specific conditions related to the safety and security of any persons or property while a case is pending, will result in immediate, indefinite suspension or expulsion from the University without benefit of further process.” See Student Code of Conduct and Sanctions. Students should also consult the University’s Academic Integrity Policy.

**Appeal Procedures for Program Dismissals**

Students have the right to appeal a decision to dismiss them from their academic programs. The appeal must be initiated in writing within a month after the dismissal decision. The written document should describe the basis for the appeal and the remedies sought.

The written appeal should be directed to the Assistant Dean for Academic and Student Services. The Assistant Dean will transmit the appeal to the School of Education’s Policies, Standards, and Scholarships Committee. The Committee will forward a copy of the appeal to the student’s department. The Committee, or a subcommittee of it consisting of at least three tenured faculty members, will constitute the appeal panel. The appeal panel will make every effort to hear the appeal within a month of the Committee’s receiving the written appeal. However, the timing of the appeal or its circumstances may require a longer period of investigation.

The appeal panel will not question the requirements the program has set nor will it substitute its own judgment for the judgment of the program faculty about whether the student has met those requirements. Valid grounds for appeal arise if the program was provided with “accurate and plainly stated information relating to maintenance of acceptable academic standing,” as required by the University Student Handbook, and whether the program applied those requirements, and only those requirements, in making its decision.

Students have the right to be accompanied by an advisor from the Syracuse University academic community during the hearing. While the student may consult the advisor, the student him or herself must present the case and respond to the appeal panel’s questions.

If a student’s grounds for the appeal concern issues of disability or other forms of diversity, the student may ask a member of any university support unit to review the case file and act as a consultant to the appeal panel.

The decision of the appeal panel is final.

Approved by the School of Education Assembly, on April 27, 2012.

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**All students must follow the guidelines set forth in the Academic Rules 2013-2014 found on the Syracuse University Course Catalog web site at coursecatalog.syr.edu**
**Important Telephone Numbers**

**School of Education**
- Dean’s Office: 443-4752
- Academic and Student Services Office: 443-9319

**Program Areas**
- Counseling and Human Services: 443-2266
  - Counselor Education
- Cultural Foundations of Education: 443-3343
- Health and Exercise Science: 443-9696
- Higher Education: 443-4763
- Instructional Design, Development & Evaluation: 443-3703
- Reading and Language Arts: 443-4755
  - Literary Education
- Teaching and Leadership: 443-2685
  - Educational Leadership Ed.D.
  - Mathematics Education
  - Science Education
  - Special Education
  - Teaching and Curriculum

**Syracuse University**
- Main information number: 443-1870
- Department of Public Safety: 443-2224
- EMERGENCY (from campus phone only): 711

**City of Syracuse**
- Fire or Police (EMERGENCY): 911

**Links to Forms Referred to in This Book**
The following forms referred to in The Orange Book can be obtained online on the School of Education web site or in the Office of Academic and Student Services.

- Flagging Petition to the Faculty
- Graduate Program Plan Transfer Form
- Internship Proposal Agreement
- Official Withdrawal/Leave of Absence (hard copy only)
- M.S. Program of Study
- Petition to the Faculty
- Proposal for Independent Study Course
- Release of Academic Information
- Request for Incomplete Grade
- Request Form for Master’s Exam, Portfolio Presentation, and/or Thesis

**Useful Links**
- New York State Department of Education
- NYS Teacher Certification Exams
- Teacher certification in states other than NY
- IRB information and forms
- Maps of Syracuse University

**Important Note:** The Orange Book is a guide for matriculated School of Education students. The information concerning academic requirements, courses, and programs of study contained in this publication does not constitute an irrevocable contract between the student and the University. The University reserves the right to change, discontinue, or add academic requirements, courses, and programs of study without notice, although every effort will be made to inform students in a timely manner. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.