



**SYRACUSE UNIVERSITY<sup>®</sup>**

**SCHOOL OF EDUCATION**

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# **Undergraduate Handbook 2016-2017**

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Office of Academic and Student Services

Dear Student,

Welcome to the School of Education. Our goal is to assist you as you begin your college journey by providing information, fostering personal development and responsibility, and offering supportive services. From the time you enroll in the School of Education at Syracuse University until your graduation and beyond, the staff in the Office of Academic and Student Services exists to help you succeed.

The purpose of this handbook is to offer assistance and guidance with all aspects of your academic career. Our intention is that you use the handbook as a reference for all your academic questions throughout your tenure at the School of Education. With this in mind, it is in your best interest to read the handbook carefully and to keep it accessible as a handy resource.

On behalf of the Office of Academic and Student Services, I wish you the best of luck with all your endeavors and if you have any questions or concerns please feel free to contact us.

A handwritten signature in blue ink that reads "Amie D. Redmond".

Amie Redmond  
Senior Assistant Dean for Academic and Student Services

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## **School of Education**

The School of Education is one of the oldest and most prestigious colleges of Syracuse University's eleven total schools and colleges. The School of Education is accredited by the National Council of Accreditation of Teacher Education (NCATE).

The School of Education's administrative offices and some of its classrooms are housed in Huntington Hall. The Office of Academic and Student Services is located at 111 Waverly Avenue, Suite 230, directly above the Health Center and connected to Huntington Hall via the elevator near the University Avenue entrance to the second floor, then down the hallway through 804 University Avenue. Additional programs in the School of Education are housed in various locations on campus:

- Art Education - Comstock Art Building, Room 043
- Counseling and Human Services - Sims Hall, Suite 440
- Health and Exercise Science - Women's Building, Rm. 201 and Ernie Davis, Rm. 209
- Mathematics Education - Carnegie Building, Room 213A
- Music Education - Crouse College, Room 215
- Physical Education - Women's Building, Room 201
- Science Education - Heroy Laboratory Building, Room 101
- Spanish Education – Huntington Beard Crouse, Suite 340

The School of Education shares dual programs with the College of Arts and Sciences, the College of Visual and Performing Arts, and the David B. Falk College of Sport and Human Dynamics.

## **Office of Academic and Student Services**

The Office of Academic and Student Services is here to help students. You are encouraged to utilize the Office of Academic and Student Services to help you better understand academic requirements, negotiate academic policies and processes, and maximize your experiences as a member of the School of Education community. In addition to providing certain services, we administer University and School policies, and serve as a center for student advocacy.

Highlights of the office include:

- Support for academic advising, registration, academic decision making, and college-life issues as well as the academic, personal, and emotional growth of students.
- Address student concerns and needs.
- Maintain student records for all students in the SOE.
- Provide career services for all students, including credential file maintenance, job search assistance, and resume and cover letter workshops. Assist eligible students with teacher certification and institutional recommendations.
- Provide important information to students via the AcadServ email.
- Administer School of Education and University policies, regulations, and processes.

## Who to Contact in the Office of Academic and Student Services

**Amie Redmond** | amredmon@syr.edu | 443-2506

Senior 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 Senior Assistant Dean

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

**R. Scott Freeney** | ssfreene@syr.edu | 443-9320

Assistant Director of Academic Advising/Academic Advisor

Contact Scott if your last name begins with A-K and you want to discuss academic decision making, course registration, minors, program changes, progress towards degree and graduation requirements, or to discuss college-life issues. Other topics include college academic success and workshop options, summer programs at SU, and any other academic related issue.

**Stephanie Ellis** | sgellis@syr.edu | 443-2526

Assistant Director of Academic Advising/Academic Advisor

Contact Stephanie if your last name begins with L-Z and you want to discuss academic decision making, course registration, minors, program changes, progress towards degree and graduation requirements, or to discuss college-life issues. Other topics include college academic success and workshop options, summer programs at SU, and any other academic related issue.

**Sheila DeRose** | saderose@syr.edu | 443-4522

Academic Advisor

Contact Sheila if you want to discuss registrar-related processes and paperwork, studying abroad, or transferring in or out of the School of Education.

**Crystal Ross** | ccross@syr.edu | 443-9319

Office Coordinator/Front Desk Receptionist

Contact Crystal if you have any questions about forms and their processing or if you'd like to make an appointment with an Academic Advisor.

**Brenda Hoefler** | blhoefle@syr.edu | 443-4759

Coordinator of Career Services and Certification

Contact Brenda for a resume and cover letter review and to start your credential file for prospective employers. Brenda can answer your questions regarding the New York State teacher certification process and can help you with applying for certification in other states as well. She will assist you with your job search and email you with information regarding job opportunities, employer information sessions, and teacher recruitment fairs.

**Dorien Langezaal** | delangez@syr.edu | 443-4269

Undergraduate Admissions Recruiter/Peer Advisor Coordinator

Contact Dorien if you would like to become a peer advisor for the School of Education.

**Speranza Migliore** | smiglior@syr.edu | 443-2505

Graduate Admissions Recruiter

Contact Speranza if you would like information on or would like to apply to a graduate program(s) within the School of Education.

## Student Advising

To support you throughout your course of study, we offer a three-pronged comprehensive approach to student advising—faculty advisors, academic advisors, and peer advisors.

### Faculty Advisors

Your faculty advisor is an instructor or professor in the School of Education and is often a professor in your program or department. He/she is available to assist you with academic decision-making and planning, provide support, and help you connect with campus resources. Faculty advisors maintain posted office hours and are available to meet with students on a regular basis. If your faculty advisor will not be available for a period of time, he or she will arrange to have another faculty advisor assist you.

### Academic Advisors

The Office of Academic and Student Services has academic advisors who can assist you with your academic and personal needs. Their role is to help you navigate registration; School of Education programs; policies, rules and regulations; procedures regarding grades; transfer credits; and requirements for graduation. They are responsible for keeping track of your academic records, reviewing your credits, and certifying you for graduation. To keep yourself well-informed about your progress, please maintain contact with them at least once a year. They also help with personal or college-life issues.

### Peer Advisors

Peer advisors are upper-division School of Education students who serve as a resource for incoming first-year students, beginning in the summer prior to arriving on campus and lasting throughout the freshman year. Your peer advisor is usually enrolled in your academic program of study, and many times hails from a similar geographic area as you. These seasoned veterans of the School of Education are well-trained to answer your questions about academic and social life within Syracuse University and have first-hand experience of what it is like to enter into the School of Education community for the first time.

## Academic Resources on Campus

**Tutoring Services** offers support for a range of learning and academic difficulties. They are a resource for free and paid tutoring assistance.

tutoring.syr.edu | tutorctr@syr.edu | 315-443-2005 | 111 Waverly Avenue, Suite 220

**The Writing Center** is a free resource for students. Writing tutors will review your draft papers, assist you with sources, and help you develop your writing skills.

wc.syr.edu | writingcenter@listserv.syr.edu | 101 Huntington Beard Crouse (HBC)  
 Hours: Monday - Thursday 9 a.m.-9 p.m., Friday 9 a.m.-5 p.m.

**Math and Calc Clinics** offer free walk-in assistance to students. math.syr.edu

**Physics Clinic** offers free walk-in assistance to students. physics.syr.edu

**College Learning Strategies (CLS105)** is a three-credit course designed to help you assess and improve your academic skills.

Dr. Marlene Blumin | mfbblumin@syr.edu | 212 Huntington Hall

**The Office of Disability Services (ODS)** offers assistance to those students who are eligible for disability-related services as defined in the Americans with Disabilities Act of 1990 (ADA) and who have a disability-related impairment that hinders academic access.

disabilityservices.syr.edu | odssched@syr.edu | 315-443-4498 | 804 University Ave., Suite 303

## Technology Assistance

If you need assistance setting up your NetID, email, MySlice, printing, wireless connectivity, or assistance with your laptop, contact Information Technology Services (ITS). Walk-in assistance is located at 1-227 Life Sciences Complex. You can also reach them at help@syr.edu or 315-443-2677.

## How to Stay Connected

By taking personal responsibility, you will make the rules, processes and policies of the School of Education and Syracuse University work for you. Put these practical tips into action.

Know where to find information

- The Office of Academic and Student Services
- MySlice
- Your faculty/program advisor
- soe.syr.edu
- Academic calendar, and forms - registrar.syr.edu
- Undergraduate Course Catalog - coursecatalog.syr.edu

Take Charge

- Keep copies of paperwork.
- Keep written notes on all non-documented decisions and actions.
- Get the names and phone numbers of people to talk to.
- Learn the layout of the campus, important offices and their functions and know the services they offer.
- Initiate contact with your academic advisor for credit checks and updates in your student file.
- If you take advice, consider the source.
- Think through your decisions and how they impact other areas of your life.

Stay in the communication loop

- **Use your syr.edu e-mail address and check it often.** This is your source for all official university communications.
- Open all e-mails sent to you from AcadServ. They contain important information from the office of Academic and Student Services.
- Read your School of Education newsletter, sent to your syr.edu address.

## Registration and Scheduling Adjustments

### Registration

Registration begins around the tenth week of each semester. Registration dates are published in the Schedule of Classes available on MySlice. To register, do the following:

- Check your MySlice account to ensure that the only hold you have is an advising hold.
- Schedule an appointment with your faculty/program advisor when you see the advising hold.
- Initiate a meeting with your academic advisor for a credit check and any petitions you may need for fulfilling requirements.
- Prepare a tentative course schedule using search for classes on MySlice.
- Finalize your schedule with your faculty/program advisor and record this on a registration advising form.
- Your faculty/program advisor will then remove your advising hold so you can register.
- Check your MySlice account to view your enrollment appointment and the time your registration begins .
- Follow the prompts on MySlice to register.

### Late Registration

If you are a continuing student and did not register during the early registration period, you will register during the first week of classes.

If you are returning from a leave of absence, or have been readmitted you will register during opening weekend or the first week of classes.

In order to register you must:

- Meet with your faculty/program advisor and fill out a registration advising form
- Register online via MySlice

If you are a continuing student who has not registered for any classes by Friday, August 19 (11:59 p.m.) you will be considered a late registrant and will be charged a \$50 late registration fee.

Flexible session classes - If the first day of the flexible class has not passed and you have registered for other regular session classes, you will not be charged a \$50 late registration fee. But, if your initial successful registration for the term is for a flexible session class and the add deadline for the term has passed, you will be charged a \$50 late registration fee.

### Changes to Registration

You may not at any time 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 senior assistant dean. You will not be allowed to withdraw from a course in which you have been charged with an academic integrity violation.

Dropping or withdrawing from a required course may impact your degree progress if the course is a prerequisite.

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 US.

### **Holds on Registration**

A hold on your registration means that a particular office on campus has blocked you from registering.

- **Advising Hold:** Your faculty/program advisor lifts the hold after your required advising meeting.
- **Bursar Hold:** Contact the Bursar's office.
- **Health Center Clearance Hold:** Submit proof of measles and rubella immunization to Health Services, 111 Waverly Avenue.
- **Parking Hold:** Contact Parking Services.
- **Library Hold:** Contact Bird Library.
- **Probationary Hold:** Contact your academic advisor in the Office of Academic and Student Services.
- **Academic Integrity Hold:** Contact the Academic Integrity Officer

### **Enrollment Permissions**

Permissions allow a student to register for a course that is restricted or full. To register for a restricted course you must contact the department offering the course.

### **Schedule Adjustment**

This is the time where students may add or drop classes.

- You must inform your faculty/program advisor about the changes you make.
- When the schedule adjustment period is over, a course may only be added or dropped through the late add/drop process using a paper form with approved signatures.

### **Late Adding a Class**

If you miss the deadline to add a course, you may be able to late add if you have been attending the course from the beginning of the semester.

- Fill out an add/drop form (hard copy form only).
- Have add/drop form signed by you, your instructor, your faculty advisor, and the department chair.
- Submit the form to the Office of Academic and Student Services.

### **Academic Deadline to Drop a Class**

The academic drop deadline is the deadline for dropping a course so that it will not appear on your transcript. You can drop a class on or before this deadline.

- Complete an add/drop form and sign it. Then have your instructor, the department chair, and your faculty/program advisor sign it.
- Submit the form to the Office of Academic and Student Services.

## **Deadline to Withdraw From a Class**

If you have missed the academic drop deadline, you may withdraw from a course up until the withdraw deadline listed on the academic calendar. A WD will appear on your transcript. A WD does not affect your semester grade point average or your overall grade point average. To withdraw from a course:

- Complete and sign a Petition to the Faculty form.
- Obtain signatures from your faculty/program advisor and the department chair.
- Submit the petition to the Office of Academic and Student Services.
- Inform the instructor that you will be withdrawing from the course.
- If you miss the deadline, you can meet with an academic advisor to discuss your options.

## **Course Overload – More Than 19 Credits**

You may enroll for more than 19 credit hours (or more than 7 credit hours in a summer session) only if you petition for and receive the permission of the appropriate person at your home college. Honors students may enroll for a course overload by submitting a request for overload form found on the Honors website. Registration for courses beyond 19 credits is subject to extra tuition charges.

## **Special Types of Courses and Credits**

### **Independent Study and Experience Credit**

Independent study and experience credit are individualized learning experiences that you develop with a faculty member or professional. You may register to receive credit for these experiences.

For independent study, you are actually creating an academic experience for yourself. You must work with a faculty member to identify content, develop assignments, and decide how work will be evaluated.

For experience credit, you will work with a faculty member or a professional in your field of study. You will plan out an experience that relates to your major and that contributes a new level of understanding about your field of study.

To register for either independent study or experience credit:

- Obtain a Proposal for Independent Study form.
- Develop a detailed plan with your faculty sponsor or supervisor.
- Review this with your faculty/program advisor to ensure that it fits in with your program of study and obtain faculty/program advisor's signature.
- Obtain the approval of your department chairperson.
- Submit the proposal to your academic advisor.

If your proposal is approved, the credit hours will be registered for the current semester. Be sure to check on your total credit hours for that semester before registering. After you have completed the independent study or experience, you must follow up with the instructor to ensure that a grade is submitted.

## Transfer Credits - Taking a Summer Class at Another Institution

If you wish to take courses at another institution and receive credit at Syracuse University, you must take the following steps:

- Fill out a transfer credit petition form.
- Attach a course description to the petition.
- Get approval for the class contact from the department.
- Obtain your faculty/program advisor and department chair signatures and submit the form to the Office of Academic and Student Services for review.
- You must receive a C or higher in the transfer course to obtain credit-only transfers. The grades for transfer courses do not get calculated into the GPA. Contact the school and have them mail an official transcript to the Office of Academic and Student Services.

## Understanding Grades

### Mid-Semester Progress Reports (MSPR)

Your MSPR is an evaluation by your professors in the middle of the semester. You can access your report through your MySlice account. If you receive more than two unsatisfactory designations in any category, you will be contacted by Senior Assistant Dean Amie Redmond to discuss your academic status.

### Grades

Final grades are posted on your MySlice account.

### Grade Point Average (GPA)

The numeric value assigned to the letter grade you receive for each credit hour. The higher your letter grade, the more points you receive. In the same light, the more credits a course is worth, the more points you will accumulate. The numerical equivalents of each letter grade are:

Grade	Numerical Equivalent	Grade	Numerical Equivalent
A	4.0	C	2.0
A-	3.667	C-	1.667
B+	3.333	D	1.0
B	3.0	D-	0.667
B-	2.667	F	0.0
C	2.333		

### GPA and Cumulative GPA

GPA is a weighted average based on the grades you received and the number of credit hours you complete. Cumulative grade point average is your overall grade point average. Grades from transfer credits are not calculated in your cumulative grade point average, although the credit hours are counted.

### Calculating GPA

MySlice has a GPA Calculator which allows you to view your course work to date and see how each grade factors into your cumulative GPA.

### **Grading Options**

Some courses are designated with pass/fail or audit grading options. You may request to take a course pass/fail, but only very early in the semester and only if the course is not required for your degree. Pass/fail or audit does not count toward your GPA.

### **GPA Requirements**

The minimum cumulative grade average to be in good academic standing in all programs in the School of Education is 3.0, with the exception of the Selected Studies program which is 2.8.

### **Credit Hours**

Credit hours are the academic units that you accumulate through coursework. For total credit hours in a degree, please check your individual program requirements.

### **Credit Hours Earned**

The total number of credit hours completed in a semester.

### **Cumulative Credit Hours**

The total number of credit hours completed at Syracuse University.

### **Credit Hours Toward GPA**

The number of credit hours earned that contributed to the grade point average. Not all credit hours you earn are factored into your GPA, such as a pass/fail course or a course transferred from another institution.

### **Course Grade**

Aside from the letter grades posted for courses on your SU transcript, you may also see the following grading symbols on the transcript when the particular grading status applies:

AU	Audit course	Not counted in GPA
I	Incomplete	0 points (equivalent to an F, but can be removed)
NA	Never attended, never withdrew	Not counted in GPA
NR	Not required	Not counted in GPA
P	Pass	Not counted in GPA
RM	Remedial	Not counted in GPA
V	Variable length-course not yet due	Not counted, but replaced by letter grade which is counted
WD	Withdrew	Not counted in GPA

### **Flagging**

Flagging is the replacement of a grade in the GPA calculation after a course is repeated. Both grades appear on your transcript, but only the new grade is used in semester and cumulative GPA calculation. To flag a course, take the exact course over at Syracuse University. 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.

## Incompletes

With your instructor's permission, you may petition to take an incomplete in a course if extenuating circumstances prevent completion and if you have only a small amount of work left to complete. An incomplete is a contract between the instructor and you outlining how and when the course requirements will be met.

- All Incompletes are factored into the grade point average as zero points, therefore factored into your grade point average as an "F".
- The GPA will change when the Incomplete is removed.

To apply for an Incomplete:

- Obtain a request for incomplete form.
- Ask instructor to fill out the entire form.
- Obtain required signatures from the instructor and the chair of the department.
- Return the form to the Office of Academic and Student Services.

## 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.

## Dean's List

The Dean's List is recognition of your academic achievement and is awarded every semester based upon the following:

- 3.4 or higher semester grade point average
- Completion of 12 or more credit hours that count toward your semester GPA
- Completion of all semester courses with no missing grades

## **Degree Programs, Majors, Minors, and Class Standings**

### **Degree Programs**

The degree programs offered by the School of Education are:

Single Degree Programs with One Major in the School of Education (School of Education is your home school)

- Health and Exercise Science
- Inclusive Elementary and Special Education
- Health and Physical Education
- Physical Education
- Selected Studies in Education

Single Degree Program with Dual Major with David B. Falk College of Sport and Human Dynamics (School of Education is your home school)

- Inclusive Early Childhood Special Education

Single Degree Programs with Dual Majors with the College of Arts and Sciences (Arts and Sciences is your home college)

- English Education
- Mathematics Education
- Science Education
- Social Studies Education
- Spanish Education

Single Degree Programs with Dual Majors with the College of Visual and Performing Arts (College of Visual and Performing Arts is your home college)

- Art Education
- Music Education

### **Single Degree Programs**

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.

### **Single Degree Program with Double Major**

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.

## Single Degree Program with Dual Majors

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.

Arts and Sciences students enrolled in a single degree program with a dual major must earn a minimum of 90 credits in Arts and Sciences. In most cases this will mean that students enrolled in any Arts and Sciences dual program may count only credit earned in Arts and Sciences and the other school/college of enrollment toward the total credit hours required for the degree. Coursework taken in any other school/college that does not count toward the 90 Arts and Sciences credit-hour requirement may be considered excess credit and will appear on the transcript and will contribute to the cumulative GPA, but it will not count toward the credit hours required for the degree.

## Majors

Health and exercise science, health and physical education, and physical education majors are single major programs and generally do not allow for second majors because of their rigorous program requirements. The selected studies in education major requires either a second major/concentration and/or minor. The inclusive elementary and special education program has a second major or concentration in an approved liberal arts area. The inclusive early childhood special education program has a dual major in child and family studies with the David B. Falk College of Sport and Human Dynamics. Secondary education students (English education, math education, science education, social studies education, and Spanish education) have a dual major with the College of Arts and Sciences. They must declare their Arts and Sciences major by their sophomore year. Art education and music education students have a dual major with the College of Visual and Performing Arts.

A second major must be in a field distinct from your first major. Like your first major, it requires 30 or more credit hours in the major area.

If you are interested in declaring a second major

- Speak with your academic advisor about the feasibility of a second major.
- A second major must be declared by the end of your sophomore year.
- Fill out a declaration of major form and obtain signatures from the chair of the major program.
- Return the completed form to the Office of Academic and Student Services or, if you are a dual enrollment student, return to the undergraduate records office of your home college.

## **Minors**

A minor is an area of specialization requiring 18 to 21 credit hours. It must be in a field distinct from your major program of study. A minor is optional and is meant to enhance your complete program if you have an interest in an area beyond the major.

The first step in declaring a minor is consulting with the minor coordinator. The minor coordinators are listed in the course catalog or you may contact the specific department. A minor must be declared by the end of your junior year.

You must declare a minor for it to be official and listed on your transcript. To apply for a minor:

- Fill out a declaration of minor form and list courses taken and courses to be taken to complete the minor.
- Obtain signatures of the minor coordinator for the program and your faculty/program advisor.
- Submit the form to the Office of Academic and Student Services.

## **Class Standing**

The number of credit hours completed successfully determines class standing. The number of credit hours required for each class is as follows:

Freshmen: 0-29

Sophomore: 31-60

Junior: 61-90

Senior: 81 and above

## **Absences, Readmittance, and Transfer Procedures**

### **Class Absence**

Attending classes is expected in all classes at Syracuse University. Attendance in classes is restricted to students who are officially registered. You are expected to arrive on campus in sufficient time to attend, starting with the first meeting of all registered classes. If you do not arrive and attend classes starting on the first day of classes, you may be academically withdrawn by your college or department as not making progress toward degree by failure to attend. Class attendance requirements and policies concerning nonattendance are established by the instructor of each class and are detailed in the class syllabus.

SU's Religious Observances Policy, <http://hendricks.syr.edu/spiritual-life/index.html>, recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their tradition. Under the policy, you are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided you notify your instructors no later than the end of the second week of classes for regular session classes and by the submission deadline for flexibly formatted classes. Student deadlines are posted in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification.

Each fall and spring term you must notify your instructor(s) if you will be absent from class for religious observance. You may provide notification via MySlice beginning on the first day of classes. Instructors may access a list of their students who have submitted a notification in MySlice

Faculty Center.

**If you must miss classes for a medical or personal reason, you need to contact your academic advisor in the Office of Academic and Student Services who will send a memo to your instructors. You must provide written evidence (a doctor's note, obituary notice, etc.) supporting the reason for your absence before a memo can be sent, according to University policy. It is your responsibility to communicate with your instructors regarding any absence and missed assignments.**

### **Leave of Absence (LOA)**

Students may take an LOA for various personal and academic reasons. This is an important decision made through careful consideration with family and University support staff. If for any reason you need to leave the University, you must take the following steps:

- Initiate the LOA process with your academic advisor.
- If your LOA is to go into effect before the academic drop deadline, all courses are dropped.
- If it is after the academic drop deadline, then WDs will be posted for all courses.
- If the LOA is taken after the withdraw deadline, then all grades will be Fs.
- You may also file a leave of absence for the following term and complete your current term.

### **Medical Leaves of Absence**

If you are leaving the University for a medical and/or psychological reason, you must go through the Office of Student Rights and Responsibilities, and obtain approval of Health Services and/or the Counseling Center for a medical leave to take effect.

### **Military Leave of Absence**

If you are being activated by the military, you should initiate a leave of absence through your academic advisor in the Office of Academic and Student Services or in your home school/college. Your academic advisor will discuss your options to drop courses, take class standing grades, or take Incompletes, as well as the academic implications of these options.

### **Return from a Leave of Absence**

To return from a leave of absence, you must file an application for readmission/termination of leave of absence form.

#### ***Readmittance is not automatic.***

The Senior Assistant Dean for Academic and Student Services will determine your eligibility to return to the School of Education. This may require a meeting.

- If the LOA was for medical reasons, an evaluation of your present state of health must be submitted to the director of student health services, 111 Waverly Avenue, by your attending physician. Health clearance must be obtained from health services before the Senior Assistant Dean can consider your readmission.
- If you were withdrawn for academic reasons, you are eligible for readmission after one academic year, with the approval of the Senior Assistant Dean.

## **Intra-University Transfer (IUT) Procedures**

If you decide to transfer to another school or college at Syracuse University, you must apply for an IUT. This application process varies by school/college. Contact an academic advisor in the Office of Academic and Student Services or the program or school you are interested in for specific details on the IUT process.

## **Probation and Suspension**

### **Academic Probation**

Academic probation is a program that identifies and assists students who are not making sufficient progress towards their degree in terms of credits earned or grade point average. There are two types of probation in the School of Education:

**College Probation** (cumulative GPA below 3.0 for all programs with the exception of selected studies in education which is 2.8).

- You will be required to meet with an academic advisor over the course of the semester.
- You will be required to attend two academic support workshops.

Be aware that overall grade point average is not the only criteria. Excessive number of incompletes, missing grades, and/or limited progress toward degree can also be factors in probation.

### **One Term Trial Probation (cumulative GPA below 2.0)**

- You will be required to meet with the Senior Assistant Dean over the course of the semester.
- You will be required to attend two academic support workshops.

If you do not raise your GPA to 2.0 or make sufficient progress toward your degree by the end of the semester, you will be suspended for one academic year.

### **The minimum requirements for good academic standing are:**

- 3.0 cumulative GPA for art education, health and exercise science, health and physical education, inclusive elementary and special education, inclusive early childhood special education, music education, physical education, secondary education programs (English, mathematics, science, social studies, and Spanish).
- 2.8 cumulative GPA for selected studies in education.

### **Suspension.**

Suspension is determined on an individual basis and conditions for return are determined by the Senior Assistant Dean in consultation with School of Education faculty. Any academic suspension may be appealed by contacting Senior Assistant Dean for Academic and Student Services, Amie Redmond.

## Graduation Information

### Diploma Request

In order to graduate and receive your diploma, you must file a diploma request online through MySlice. This should be done at least one semester before graduating.

### Degree Conferral

It takes several weeks for your degree to be awarded. The School of Education approves your degree and then the Diploma Office of Syracuse University posts it officially.

### Graduating With Honors

University students who achieve superior cumulative GPAs are eligible to receive their degrees with University honors. These honors are indicated on your final official transcript and on your diploma. A minimum of 60 credit hours taken at Syracuse University is required for University honors. Cumulative GPA requirements for honors must be exact, no rounding off.

#### Degree honors GPA requirements

Summa Cum Laude 3.8

Magna Cum Laude 3.6

Cum Laude 3.4

## Special Programs

### Renee Crown University Honors Program | [honors.syr.edu](http://honors.syr.edu)

The Honors Program is a vibrant community of exceptional students who thrive on satisfying their intellectual passions. The Program is like a small college within the University. While students pursue their chosen academic course of study in their individual departments, colleges, and schools, the Honors Program offers them an intellectual challenge and curricular enrichment through seminars, honors courses, special cultural events, and close contact with faculty and other honors students. Any student who is interested in the Honors Program should contact the Honors Program office at 443-2759.

### SU Abroad Program | [suabroad.syr.edu](http://suabroad.syr.edu)

SU Abroad offers you the opportunity to study in a foreign country for a full year, a semester, or a summer session without interrupting your normal degree program. All programs offer fully accredited Syracuse University courses. Programs of study abroad are available during the academic year at centers operated by Syracuse University in Central Europe, Chile, China, England, France, Italy, Spain, and Turkey. SU Abroad's World Partner programs allow Syracuse University students to choose from over 60 partner institutions in cities across the globe. Students who choose World Partner programs are often independent and driven. They're usually looking for a very specific abroad experience – film school in Prague, practicing Hebrew in Israel, studying biodiversity in Madagascar – that our center programs just don't have. When you study abroad, be sure to meet with an academic advisor in the Office of Academic and Student Services in advance of leaving.

## **Teacher Certification and Career Services**

### **New York State Teaching Certification**

If you are completing a teaching preparation program and wish to obtain certification to teach in New York State, you must do the following:

- Meet with your academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Apply for fingerprint clearance at least two months prior to graduation. To schedule an appointment to be fingerprinted, visit <http://www.highered.nysed.gov/tsei/ospra/fpprocess.html>.
- Successfully pass the required New York State Teacher Certification exams. For information and test prep guides, visit [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Apply for certification through NYSED TEACH Online Services. Instructions will be emailed to students prior to graduation.

### **Recommendation for Certification**

Online certification recommendations will be completed once the award date is posted on the transcript. This is typically 4-6 weeks after graduation. In order to receive an institutional recommendation, you must complete and submit a recommendation authorization form to the Coordinator of Career Services and Certification. Form will be emailed to students prior to graduation.

### **Out-of-State Teacher Certification**

Each state has specific certification requirements; therefore it is recommended that students search each state's Education Department website for the most up-to-date information. Contact the coordinator of career services and certification for assistance.

### **Career Services**

Located within the Office of Academic and Student Services. Career Services and Certification provides the following to all SOE students:

- Credential File Service
- NYS Teacher Certification Guidance
- Assistance with Out-of-state Teacher Certification
- Certification Workshops
- Resume and Cover Letter Review
- Resume and Cover Letter Workshops
- Job Openings Announcements
- Health and Exercise Science Graduate and Career Fair
- Teacher Recruitment Days
- Job Search Assistance

For questions concerning the above, please contact the Coordinator of Career Services and Certification.

## Academic Integrity

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. As a student, you have a responsibility to understand the nature of academic integrity. Refer to [academicintegrity.syr.edu](http://academicintegrity.syr.edu) for a detailed explanation of the standards, expectations, and policies for instructor reporting of student violations, university actions and penalties, and the rights of students in the judicial process.

Academic dishonesty is distinguished from academic negligence (deficient academic work without intent to deceive). Only academic dishonesty is subject to disciplinary sanctions. This doesn't mean negligence is excused. Thoughtless, sloppy, or otherwise deficient academic work can result in course failure (or other adverse academic consequences), as determined by the professional judgment of the faculty.

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

### Use of Sources

Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source.

### Course Work and Research

- The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation.
- Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice as in reporting experiments, measurements, statistical analyses, tests, or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data.
- Copying from another student's work.
- Actions that destroy or alter the work of another student.
- Unauthorized cooperation in completing assignments or examinations.
- Submission of the same written work in more than one course without prior written approval from both instructors.

### Communications

- Violating the confidentiality of an academic integrity investigation, resolution, or documentation.
- Making a false report of academic dishonesty.
- Dishonesty in requests for make-up exams, for extensions of deadlines for papers, or in any other matter relating to a course.

## **Representations and Materials Misuse**

- Falsification of records, reports, or documents associated with the educational process.
- Misrepresentation of one's own or another's identity in an academic context.
- Misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities.
- Sale of papers, essays, or research for fraudulent use.
- Alteration or falsification of University records.
- Unauthorized use of University academic facilities or equipment, including computer accounts and files.
- Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials.
- Expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees.
- Expropriation and/or inappropriate dissemination of personally-identifying human subject data.
- Unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, laboratories, or academic resource centers.

If you have questions about policies or concerns about incidents related to academic integrity, please contact Senior Assistant Dean Amie Redmond.

## **Students with Disabilities**

Any student with a disability should be aware of his or her rights. Students can consult with their academic advisor, faculty/program advisor, or peer advisor regarding resources and support. Students with disabilities are also encouraged to contact the coordinator/advisor for Students with Disabilities in the Office for Student Assistance, 306 Steele Hall, 315-443-4327. Students with learning disabilities are strongly urged to discuss special academic and nonacademic accommodations with the Office of Disabilities Services, 804 University Avenue, Room 303, 315-443-4498, [odssched@syr.edu](mailto:odssched@syr.edu).

## **Your Right to Control Personal Information**

Syracuse University fully complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act protects the privacy of education records and the sharing of information, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. Copies of the policy established by the University in compliance with the Act are available in the Office of the Registrar, 103 Steele Hall. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

## Directory Information

Syracuse University designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its direction, in accordance with the provisions of FERPA:

- Name\*
- Current address and phone number
- Permanent address and phone number
- @syr.edu e-mail address\*
- Dates of attendance
- Full/part-time status
- Class/level\*
- SU home school/college\*
- Major(s)/degree program(s)
- Degree(s) earned and date(s)
- Academic awards and honors
- Prior post-secondary institutions attended
- Athletic participation

\*Included in the University’s online directory

Currently-enrolled students may prevent disclosure of any category of information. To prevent disclosure the student must complete a “Request to Prevent Disclosure Information” form in the Office of the Registrar, 103 Steele Hall. **A new form must be filed each academic year within the first two weeks of the fall semester.** Syracuse University assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates that individual’s approval for disclosure.

## Important Phone Numbers

### Emergency

Public Safety | 711 | 315-443-2224

From an AT&T, Verizon, or Sprint cell phone | #SU (#78)

Emergency e-mail | 711@syr.edu

Syracuse Police | 911

### SOE Offices

**Office of Academic and Student Services** | 111 Waverly Avenue | 315-443-9319

**Counseling and Human Services** | 440 Sims Hall | 315-443-2266

Selected Studies in Education

**Cultural Foundations of Education** | 350 Huntington Hall | 315-443-3343

**Exercise Science** | 201 Women’s Building | 315-443-9697

Health and Exercise Science

Health and Physical Education

Physical Education

**Instructional Design, Development, and Evaluation** | 330 Huntington Hall | 315-443-3703

**Reading and Language Arts Center** | 200 Huntington Hall | 315-443-4755

English Education

**Teaching and Leadership** | 150 Huntington Hall | 315-443-1468

Art Education

Inclusive Early Childhood Special Education

Inclusive Elementary and Special Education

Mathematics Education

Music Education

Science Education

Social Studies Education

Spanish Education

**University Offices**

**Bursar's Office** | 102 Archbold North | 315-443-2444

**Information Technology and Services** | 1-227 Life Sciences Complex | 315-443-2677

**Counseling Center** | 200 Walnut Place | [counselingcenter.syr.edu](http://counselingcenter.syr.edu) | 315-443-4715

**Disability Services** | 804 University Place, Room 303 | [disabilityservices.syr.edu](http://disabilityservices.syr.edu) | 315-443-4498

**Financial Aid & Scholarship Program** | 200 Archbold North | [financialaid.syr.edu](http://financialaid.syr.edu) | 315-443-1513

**Health Services** | 111 Waverly Avenue | [health.syr.edu](http://health.syr.edu) | 315-443-2666

**Housing, Meal Plans, & ID Cards Office** | 202 Steele Hall | [housingmealplans.syr.edu](http://housingmealplans.syr.edu) | 315-443-2721

**Information Technology and Services** | 1-227 Life Sciences Complex | [help@syr.edu](mailto:help@syr.edu) | 315-443-2677

**Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center** | 754 Ostrom Avenue | [lgbt.syr.edu](http://lgbt.syr.edu) | 315-443-3983

**Office of Multicultural Affairs (OMA)** | 105 Schine Student Center | [multicultural.syr.edu](http://multicultural.syr.edu) | 315-443-9676

**OPTIONS Program** | 200 Walnut Place | [counselingcenter.syr.edu](http://counselingcenter.syr.edu) | 315-443-4715

**Recreation Services** | 241 Archbold Gymnasium | [recreationservices.syr.edu](http://recreationservices.syr.edu) | 315-443-4386

**Registrar's Office** | 106 Steele Hall | [registrar.syr.edu](http://registrar.syr.edu) | 315-443-2422

**Slutzker Center for International Services** | 310 Walnut Place | [international.syr.edu](http://international.syr.edu) | 315-443-2457

**Office of Student Activities** | 126 Schine Student Center | [studentactivities.syr.edu](http://studentactivities.syr.edu) | 315-443-2718

**Office of Student Assistance** | 306 Steele Hall | [studentassistance@syr.edu](mailto:studentassistance@syr.edu) | 315-443-4357

**Student Employment Services** | 210 Steele Hall | [cmbersan@syr.edu](mailto:cmbersan@syr.edu) | 315-443-2268

**Tutoring and Study Center** | 111 Waverly Avenue, Suite 220 | [tutoring.syr.edu](http://tutoring.syr.edu) | 315-443-2005

## 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 University 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, or 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 peaceful protest.
6. Theft of or damage to personal or University property or services or 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 manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon including firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
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.

\* Cases involving academic dishonesty are handled within the student's school or college.



Office of Academic and Student  
Services  
111 Waverly Avenue, Suite 230  
Syracuse, NY 13244-2340  
315-443-9319