



SYRACUSE UNIVERSITY

**SCHOOL OF EDUCATION**

*soe.syr.edu*

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# Undergraduate Handbook 2013-2014

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# Syracuse University

SCHOOL OF EDUCATION  
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.



Amie Redmond  
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. Additional programs in the School of Education are housed in various locations on campus:

- Art Education - Comstock Art Building, Room 043
- Mathematics Education - Carnegie Building
- Music Education - Crouse College
- Physical Education and Health and Exercise Science - Women's Building
- Science Education - Heroy Laboratory Building

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.
- Administer the Child Health and Life Safety Exam.
- Maintain student records for all students in the SOE.
- Address student concerns and needs.
- Administer School of Education and University policies, regulations and processes.
- Provide career services for teachers, counselors and administrators, including credential file maintenance and job search assistance. Coordinate teaching certification for eligible students including fingerprinting.
- Provide important information to students via the AcadServ e-mail.

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

**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/Academic Advisor

Contact Pam 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.

**Carol Radin** | cvradin@syr.edu | 443-9320

Assistant Director of Academic Advising/Academic Advisor

Contact Carol 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.

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

Office Coordinator/Receptionist

Contact Crystal if you have any questions about where to locate forms and 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 fingerprint you. She will assist you with your job search.

**Zachary Schuster** | zmschust@syr.edu | 443-4269

Undergraduate Admissions Recruiter/Peer Advisor Coordinator

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

**Laurie Deyo** | lldeyo@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.

## 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 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 to assist you.

### Academic Advisors

The Office of Academic and Student Services has two 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.

### 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.

All forms referred to in this handbook can be found at [soe.syr.edu](http://soe.syr.edu) or in the Office of Academic and Student Services.

## Academic Resources on Campus

**The Tutoring and Study Center** offers support for a range of learning and academic difficulties. They are a resource for paid tutoring assistance.

[tutoring.syr.edu](http://tutoring.syr.edu) | [tutorctr@syr.edu](mailto:tutorctr@syr.edu) | 315-443-2005 | 111 Waverly Avenue, Suite 220

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

[wc.syr.edu](http://wc.syr.edu) | [writingcenter@listserv.syr.edu](mailto:writingcenter@listserv.syr.edu) | 101 Huntington Beard Crouse (HBC)

Hours: Mon-Thurs 9am-9pm, Friday 9am-5pm

**Math and Calc Clinics** offer free walk-in assistance to students. [math.syr.edu](http://math.syr.edu)

**Physics Clinic** offers free walk-in assistance to students. [physics.syr.edu/](http://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 30

**Office of Academic and Student Services Workshop Series** are free workshops for all SOE students. Topics vary semester to semester. soe.syr.edu

## 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.
- Your faculty advisor.
- SOE.SYR.EDU.
- Syracuse University Bulletin-Undergraduate Course Catalog | coursecatalog.syr.edu.
- registrar.syr.edu | Schedule of Classes and academic calendar.
- MySlice

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 be aware of the services they offer.
- Initiate contact with your academic advisor for credit checks and updates in your student file.
- Make sure if you take advice, you consider the source.
- Make sure you think through a decision and how it impacts other areas of your life.

Stay in the communication loop

- Use your syr.edu e-mail address and check it often.
- Open all e-mails sent to you from AcadServ.
- Read your School of Education newsletter, sent to your syr.edu address twice a year.

# Registration and Scheduling Adjustments

## Registration

Registration begins around the tenth week of each semester. Registration dates are published in the Schedule of Classes available at [registrar.syr.edu](http://registrar.syr.edu). 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 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 the Schedule of Classes.
- Finalize your schedule with your faculty advisor and record this on a Registration Advising Form.
- Your faculty 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 currently-enrolled student and did not register during the registration period, you must wait until the first 10 days of the semester. For late registration deadlines, refer to the academic calendar or to the Schedule of Classes at [registrar.syr.edu](http://registrar.syr.edu). In order to late-register you must:

- Go to the Bursar's office and obtain a financial clearance notice
- Meet with your faculty advisor and fill out a Registration Advising
- Register on-line via the MySlice program
- There is a fee for late registration

## Holds on Registration

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

- Advising Hold: Your faculty advisor lifts the hold after your required advising meeting.
- Financial Hold: You must contact the Bursar's office.
- Health Center Clearance Hold: You submit proof of measles and rubella immunization to Health Services, 111 Waverly Avenue, and obtain a clearance stamp.
- Parking Hold
- Library Hold
- Probationary Hold

## 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 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 Add

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 a petition form including course name, number, reason for late add, and a statement that you have been fully participating in the course.
- Fill out an add/drop form to accompany the petition form.
- Have both the petition and add/drop form signed by your instructor and your faculty advisor.
- Submit all paperwork to your academic advisor.

## Late Drop

The Academic Drop deadline is the deadline for dropping a course so that it will not appear on your transcript. To drop a course by this deadline:

- Complete an add/drop form and have your faculty advisor and instructor sign it.
- Submit the form to your academic advisor.

## Withdraw

If you have missed the academic drop deadline, you may withdraw from a course up until the Withdraw deadline listed in the Schedule of Classes and 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 a Petition to the Faculty form.
- Obtain your faculty advisor's signature.
- 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

Students may enroll for more than 19 credit hours (or more than 7 credit hours in a summer session) only if they petition for and receive the permission of the appropriate person at their home college. Honors students may enroll for a course overload by presenting the Honors blue letter at registration. Under these circumstances, students will be assessed the appropriate extra tuition charges.

## Special Types of Courses and Credits

### Independent Study and Experience Credit

Independent Study and Experience Credits 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 advisor to ensure that it fits in with your program of study and obtain faculty advisor's signature.
- Obtain the approval of your department chairperson.
- Submit the proposal to an 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

If you wish to take courses at another institution (usually summer courses) 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.
- Obtain your faculty 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 credit transfers. The grades for transfer courses do not get calculated into the GPA.

## 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 need to make an appointment with 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+	2.3333
A-	3.666	C	2.0
B+	3.3333	C-	1.6666
B	3.0	D	1.0
B-	2.6666	F	0.0

**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 the School of Education is 2.8.

**Credit Hours**

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 new grade in the GPA calculation after a course is repeated. Both grades appear on the transcript, but only the new grade is used in semester and cumulative GPA calculation. Your second course grade must be posted before you petition to flag the previous grade. To flag a course

- Take the exact course over at Syracuse University.
- Complete a Flagging Petition form.

### 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, work to be completed, grade if not completed, etc.
- Obtain required signatures from the instructor and the chair of the department.
- Return the form to 111 Waverly Ave, Suite 230 for review by the Assistant Dean.

## 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

## Majors, Minors and Class Standings

### Majors

The majors (primary field of study) offered by the School of Education are:

Single Enrollment Programs in the School of Education:

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

Dual Enrollment Program with David B. Falk College of Sport & Human Dynamics:

- Inclusive Early Childhood Special Education

Dual Enrollment Programs with the College of Arts & Sciences:

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

Dual Enrollment Programs with the College of Visual & Performing Arts:

- Art Education
- Music Education

### Second or Double Major

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. Typically, Secondary Education majors declare a second major in their chosen area (English, Mathematics, Science, or Social Studies). 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 concentration in Child and Family Studies. The other programs of the School of Education—Art Education, Health & Exercise Science, Health and Physical Education, Physical Education, and Music Education—generally do not allow for second majors because of their rigorous requirements.

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.

Before you apply for a minor, you should consult with your academic advisor on the following:

- Do I have room to fit this into my academic plan?
- How much stress will this put on my academic performance?
- Which minor interests me and would it add to my overall experience?

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 the signatures of the Minor Coordinator for the program and of your faculty 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: 0-23

Sophomore: 24-53

Junior: 54-83

Senior: 84 and above

## Absences, Re-Admittance, and Transfer Procedures

### Class Absence

Every instructor includes their class attendance policy on the class syllabus. If you must miss a class and the instructor requires verification, or if you will not be able to attend your classes you need to contact your instructors. Also, contact your academic advisor. According to University policy, you must provide written evidence supporting the reason for your absence. Present this to an academic advisor, who can send a memo to your instructors.

## Leave of Absence (LOA)

Students may take a leave of absence 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:

- Contact your academic advisor.
- Complete an Official Withdrawal/Leave of Absence form (LOA).
- If you are taking a one semester/year LOA, you will also complete an Application for Readmission/Termination of Leave of Absence form (RLOA) at the same time. If you are permanently leaving, you complete only the Withdrawal form.
- If your leave of absence is 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 Leave is taken after the Withdraw deadline, then all grades will be “Fs”

## Leave of Absence for Study Abroad Through a Non-SU Program

Follow the steps above for a one semester LOA.

## Return from a Leave of Absence

To return from a leave of absence, you must file an Application of Readmission/Termination of Leave of Absence form.

## Re-admittance Is Not Automatic

Students must meet with the Assistant Dean for Academic and Student Services to determine eligibility to return to campus. The Assistant Dean will determine if a student has met the appropriate conditions to return.

- If the leave of absence or withdrawal was for medical reasons, an evaluation of the student's present state of health must be submitted to the Director of Student Health Services, 111 Waverly Avenue, by the student's attending physician. Health clearance must be obtained from the University Health Service before the Assistant Dean can approve the readmission.
- A student withdrawn for academic reasons is eligible for re-admission after one academic year.

## Intra-University Transfer

If you decide to transfer to another School or College at Syracuse University, you must apply for an intra-university transfer (IUT). This application process varies by school/college. Contact the program or school you are interested in for specific details on their IUT process.

## Part-time Study

If you choose to attend Syracuse University part-time, you may want to consider transferring to University College. Any semester in which you are registered for less than 12 hours is considered part-time.

## 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 2.8)

- You will be required to meet with an academic advisor or the Assistant Dean over the course of the semester.
- 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)

- If you do not raise your GPA to 2.0 by the end of the semester, you will be suspended for one academic year.

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

- 2.8 overall GPA: Art Education, Health and Exercise Science, Health and Physical Education, Physical Education, Selected Studies, Secondary Programs in Arts and Sciences (English, Mathematics, Science, and Social Studies education)
- 2.8 overall GPA and 2.8 in major courses: Inclusive Elementary and Special Education, Inclusive Early Childhood Special education
- 3.0 overall GPA: Music Education

### Suspension

Suspension is determined on an individual basis and conditions for return are by the Assistant Dean. Any academic suspension may be appealed by contacting the 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 on-line through MySlice. This should be done at least one term 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)

Syracuse University Abroad (SU Abroad) offers students the opportunity to study in a foreign country for a full year, a semester, or a summer session without interrupting a 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 Chile, the Dominican Republic, England, France, Hong Kong, Italy and Spain. Direct placements for study in foreign universities are available in other countries as well. When you study abroad, be sure to meet with an academic advisor 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:

- Complete the Child Health & Life Safety online seminar and exam. Send email to [NYSCHLSS@syr.edu](mailto:NYSCHLSS@syr.edu) to make an appointment to take the exam or for more information. This exam must be completed before student teaching.
- Meet with your academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Apply for fingerprinting clearance at least 2 months before graduation.
- Successfully pass the required New York State Teacher Certification exams. Information and test prep guides are available at [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Apply for certification through NYSED TEACH Online Services at [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/).

## 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.

## 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.

## Career Services

The Education Career Services Office is located within the Office of Academic and Student Services. The services include maintaining credential files for transmittal to prospective employers or graduate schools, information sessions relating to the New York State certification recommendation process, school district information, and resume and cover letter assistance. The office also offers the opportunity to participate in the Central New York Teacher Recruitment Days and any on-campus recruitment event.

## 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.
- 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 Assistant Dean Amie Redmond or Carol Radin, Liaison for Academic Integrity Policies.

## Students with Disabilities

Any student with a disability should be aware of his or her rights. Students can consult with their faculty advisors, peer advisors, and the School of Education Academic and Student Services Office 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, 809 University Avenue, Room 309, 315-443-4498.

## 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
- SU e-mail address \*
- Dates of attendance
- Full/part-time status
- Class/level \*
- SU school/colleges
- 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 telephone 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. To prevent the printing of Category I information in the Student Telephone Directory, requests must be filed 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 approval for disclosure.

## Important Phone Numbers

### Emergency

Public Safety | 711 | 315-443-2224

Syracuse Police | 911

### SOE Offices

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

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

Selected Studies in Education

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

Health and Exercise Science

Health and Physical Education

Physical Education

**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

**Technology Support Help Desk** | 050 Huntington Hall | 315-443-5002

**Advocacy Center** | 111 Waverly Avenue Lower Level | 315-443-7273

**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 | 315-443-4715

**Disability Services** | 804 University Place | 315-443-4498

**Financial Aid & Scholarship Program** | 200 Archbold North | 315-443-1513

**Health Services** | 111 Waverly Avenue | 315-443-2666

**Housing, Meal Plans, & ID Cards Office** | 202 Steele Hall | 315-443-2721/2723

**Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center** | 754 Ostrom Avenue | 315-443-3983

**Office of Multicultural Affairs (OMA)** | 105 Schine Student Center | 315-443-9676

**OPTIONS** | 111 Waverly Avenue, Suite 0006J | 315-443-4715

**Recreation Services** | 241 Archbold Gymnasium | 315-443-4386

**Registrar's Office** | 106 Steele Hall | 315-443-2422

**Slutzker Center for International Services** | 310 Walnut Place | 315-443-2457

**Office of Student Activities** | 126 Schine Student Center | 315-443-2718

**Office of Student Assistance** | 306 Steele Hall | 315-443-4357

**Student Employment Services** | 210 Steele Hall | 315-443-2268

**Tutoring and Study Center** | 111 Waverly Avenue, Suite 220 | 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 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.



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