



ORANGE BOOK

C.A.S.

2015-2016

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.

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GENERAL INFORMATION

This *Orange Book* provides a general overview of Syracuse University's School of Education and its degree programs leading to the doctoral degree. Further University policy on degree study exists in the Graduate Course Catalog at <http://coursecatalog.syr.edu/>. It is important that you familiarize yourself with both of these documents. Although each School of Education program has its own specific degree requirements, there are many commonalities addressed in the *Orange Book*. You will find specific program information on the School of Education web site at soe.syr.edu.

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

SCHOOL OF EDUCATION ASSEMBLY

Many policies of the School of Education, especially concerning academic program requirements, are set by the School of Education assembly. The assembly is comprised of the faculty, staff, and administrators of the school as well as elected student representatives.

SCHOOL OF EDUCATION COMMITTEES

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

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

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

Committee on Diversity – reviews initiatives to advance the school's mission regarding diversity; serves as a resource for faculty, staff, and students regarding issues and opportunities of diversity in the school; and serves as a liaison between the school and other diversity initiatives at the University. .

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

DEGREE REQUIREMENTS

1. **At least a Bachelor's degree.** An official, degree-bearing transcript from the institution where you received your bachelor's degree should have been included with your application materials and should be on file with the Office of Academic and Student Services. If you were still an undergraduate student when you applied to the C.A.S. program, it's very likely that the transcript we have on file is not degree bearing. You must verify that we have the appropriate transcript in order to graduate.
2. **Be matriculated in the C.A.S. program for at least one semester.** Matriculation may not be backdated.
3. **An overall B average.**
4. **Complete a field project report.**
5. **A six-hour qualifying examination in the area of specialization.**
6. **A field competency requirement** to be determined by their program.

The certificate of advanced studies (C.A.S.) offers greater scope, depth, and thoroughness of preparation than the master's degree, but is a program distinct from doctoral study. Its purpose is to provide the additional specialization necessary for certification as superintendents of schools, school district business leaders, principals, school counselors, subject matter specialists, and directors of various educational services. The C.A.S. programs in educational leadership and counselor education may also meet the academic requirements for New York State certification in those areas. The certificate is viewed as a final, or terminal degree rather than an intermediate award between the master's and the doctorate.

The Cultural Foundations of Education Department offers a C.A.S. in disability studies. This is a 15 credit program, with the additional requirement of an oral or written examination at the completion of the coursework. The C.A.S. in disability studies is available to students enrolled in any SU graduate program as well as to applicants who wish to pursue the C.A.S as a single course of study.

The Instructional Design, Development, and Evaluation Department offers three C.A.S. programs in educational technology (15 credits), professional practice in educational technology (24 credits), and instructional design foundations (12 credits). These programs are designed for students who require additional knowledge and expertise in order to advance in their professional careers.

Consult your faculty advisor and/or chair of your program area regarding specific courses required for your particular area of study.

PROCEDURES FOR THE C.A.S. DEGREE

You are assigned a faculty advisor upon entry into the program.

1. File a C.A.S. program of study form with the Office of Academic and Student Services. The courses listed on your program of study must match your transcript. This form must be signed by your faculty advisor. If you intend to transfer a master's degree from an institution other than SU, the program of study form must be submitted prior to the completion of the first 12 credit hours taken at SU. An official degree-bearing transcript from the other institution is required to have the credits transferred to your program here.
2. Complete the field project. The culminating report will usually consist of information gathered from internships or one or more field projects developed in conjunction with a special course or seminar conducted for this purpose, or under the supervision of the academic program advisor. A memo from the project advisor serves as notification that the requirement has been completed. If you are conducting research involving human subjects, you must file an Institutional Review Board (IRB) application and receive IRB approval to conduct the study. IRB information and forms are available at: <http://orip.syr.edu>.

TRANSFER CREDIT

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

- earned at another regionally accredited graduate school in the United States or at an institution equivalently recognized in another country;
- earned in a course in which the grade earned was at least a B. Coursework completed on a pass/fail basis is not eligible for transfer, unless approved by both the academic unit chair and the dean of the Graduate School; and
- that is an integral part of the degree program.

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

COUNTING CREDITS TOWARD MULTIPLE DEGREES AND/OR PROGRAMS

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

1. You must be admitted to the degree program in each of the awarding academic units.
2. In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.
3. In order to earn two or more degrees and/or programs (including Certificates of Advanced Study (C.A.S)), you must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees. However, in cases where the C.A.S. curriculum is embedded within another degree program, credit from the C.A.S. may be counted in its entirety for the C.A.S. and other degree.

Exception:

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

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

SUNY College of Environmental Science and Forestry and SU concurrent study: SU and SUNY ESF have agreements that encourage concurrent master's study in environmental science and forestry with SU degree work in public communications, law, management, public administration, and certain education programs. Other SU fields may also qualify. Contact your school/college, the Graduate School and SUNY ESF for specific requirements and procedures regarding concurrent degree work and counting of credits..

3. File an application for the qualifying exam. The time and date of the exam are agreed upon with your faculty advisor. The application should be submitted to the Office of Academic and Student Services no later than two weeks before the exam. Satisfactory completion of the exam is reported in a memo sent by the faculty advisor to the Office of Academic and Student Services.
4. Submit a diploma request. The diploma request must be filed before your last semester. It is submitted online at MySlice.syr.edu. You must be an active student to file a diploma request.

The diploma request is used for four purposes: to enter your name for an anticipated degree date; to provide an audit of your academic program information; to allow you to indicate special instructions for mailing and imprinting your diploma; and to insure your receipt of commencement information. Diplomas are mailed approximately eight weeks after your degree is certified. Be certain to provide an address that will be valid at that time.

CONTINUOUS REGISTRATION REQUIREMENT

You must be continuously registered at SU during each fall and spring semester. If you are not registering for course work, you must register for GRD 998, Degree in Progress for 0 credit hours. You can register online during the registration period for that semester.

For the first four semesters during the coursework phase of a graduate degree, there is no fee to register for GRD 998. You will be charged a \$500 fee when you register for the fifth semester of GRD 998 and beyond. This fee

indicates continuing engagement in a graduate program; it recognizes the continuing use of faculty, staff, and institutional resources, even during periods when courses are not being taken. It is designed to encourage you to enroll in courses on a continuous basis so that you complete your degree program expeditiously. Finally, it maintains your active status in the program.

A student activity fee will also be billed to your student account at the bursar's office.

If circumstances are such that you have to register for GRD 998 for an extended period of time, you may take a leave of absence. A leave of absence permits extension of the time to complete your degree by a maximum of one year. A leave of absence cannot be taken retroactively.

TIME TO DEGREE COMPLETION (FOR EDUCATIONAL LEADERSHIP ONLY)

You must meet all requirements on the 30 hours of required EDA coursework for the C.A.S. degree within seven years. If you do not meet this requirement, you may petition your school/college for reinstatement of credits that were completed outside the seven-year time frame.

FULL-TIME AND PART-TIME STATUS

The University's certification of a student's status is based solely on the criteria stated in this rule. Students who meet SU's requirements for full-time or part-time status may not meet requirements for such status as defined by other agencies or institutions. Conversely, students who do not meet the University's requirements for full-or part-time status may be considered full-time or part-time by other agencies.

PLEASE NOTE: The School of Education awards degrees four times a year (May, June, August, and December) but has only one graduation ceremony, scheduled in May. If you will complete all course work and exams by the May, June, or August deadlines and wish to participate in the ceremony in May, you must file your diploma request no later than the end of January of that year. If you will complete all course work and exams by the deadlines for the December graduation date, you are eligible to participate in the following May's ceremony. In this case, you should file your diploma request no later than the end of September before your graduation date.

RESTRICTED GRADUATE CREDIT

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

CONVERSION TO GRADUATE CREDIT

You may apply to have up to nine credits of restricted graduate credit converted to graduate credit if you meet all of the following conditions:

- you become matriculated in a graduate degree or certificate program
- your overall average in all SU graduate work is at least 2.8
- you earned a B or better in each course
- your courses are part of a degree or certificate program approved by your department
- you have completed your coursework within the time limit allowed for the degree

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

In the higher education degree program, no more than six hours of restricted graduate credit may be converted to graduate credit.

FULL-TIME

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

- registered for full-time study (9 credits for fall, spring, or summer in a program approved by the student's advisor)
- holding an appointment as a graduate assistant or fellow and registered for the semester (fall and spring only)
- registered for fewer than 9 credits but for at least 0 (zero) credits of GRD 998, degree in progress, for the semester and engaged, at a level equivalent to full-time study in one or more of the following activities as certified by your program:
 - studying for preliminary, qualifying, or comprehensive exams
 - studying for a language requirement
 - actively working on a thesis or dissertation
 - an internship

*The University considers 9 credits per term to be full-time study for graduate study.

PART-TIME (FALL, SPRING, AND SUMMER)

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

APPLYING FOR TEACHER CERTIFICATION

NEW YORK STATE TEACHER CERTIFICATION

Certification is NOT automatic. Anyone seeking certification must apply on the NYSED TEACH web site at <http://www.highered.nysed.gov/tcert/teach/>.

INSTITUTIONAL RECOMMENDATION

Institutional recommendation is based on the applicant completing a state-approved degree program. All C.A.S. programs at the School of Education qualify as state-approved degree programs; therefore, the School of Education can recommend you for certification when you have completed a program that leads to New York State certification. In order to qualify for institutional recommendation, you must apply within two years of completing your degree program at SU. In addition

to completing an approved program, certification exams are required. You can visit the New York State Certification Exam web site at <http://www.nystce.nesinc.com/> for more information.

- Students who complete a C.A.S. degree in an approved teacher preparation program at SU (which includes student teaching, a practicum, or an internship) are eligible for the School of Education's recommendation in that certification area. The certification coordinator will assist you with the online certification application process.
- Students who are presently certified in New York State and complete a C.A.S. degree leading to professional or a new initial certification are eligible for the School of Education's recommendation. The certification coordinator will assist you with the TEACH online certification application process.

TYPES OF CERTIFICATES ISSUED BY NEW YORK STATE FOR SCHOOL BUSINESS LEADER (SBL) & SCHOOL DISTRICT LEADER (SDL) CERTIFICATIONS

INITIAL CERTIFICATION (SBL ONLY):

- Is the first New York State certificate and is effective for five years from the issuance date.
- Requires completion School of Education approved educational leadership program.
- Requires passing the New York State SBL exam.
- Requires completion of the fingerprinting process at least two months prior to graduation.
- Candidates should apply for this certification within two years of graduation to be eligible for School of Education recommendation.

PROFESSIONAL CERTIFICATION (SBL & SDL):

- Must be earned before initial certificate expires.
- Requires completion of professional development through school district employer.

Checklist of steps to file for New York State Certification:

- Successfully pass the required New York State SBL and SDL certification exams. Test dates, registration and preparation guides are available at www.nystce.nesinc.com.

- Apply for fingerprinting clearance prior to internship placement. Contact the Office of Academic and Student Services for more information.
- Meet with an academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Apply for certification through NYSED TEACH Online Services at <http://www.highered.nysed.gov/tcert/teach/>.

RECOMMENDATION FOR CERTIFICATION

- Online certification institutional recommendation will be completed once award date is posted on transcript (typically four to six weeks after graduation).

TYPES OF CERTIFICATES ISSUED BY NEW YORK STATE FOR SCHOOL COUNSELOR CERTIFICATION

PROVISIONAL CERTIFICATION:

- Is the first NYS certificate and is effective for five years from the issuance date.
- Requires completion of SOE approved Counselor Education program.
- Requires completion of the fingerprinting process at least two months prior to graduation.
- Candidates should apply for this certification within two years of graduation to be eligible for SOE recommendation.

PERMANENT CERTIFICATION:

- Must be earned before provisional expires.
- Requires two years paid, full-time school counselor employment.

CHECKLIST OF STEPS TO FILE FOR NYS CERTIFICATION:

- Apply for fingerprinting clearance prior to internship placement. Contact the Office of Academic and Students Services for more information.
- Meet with an academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Apply for certification through NYSED TEACH online Services at <http://www.highered.nysed.gov/tcert/teach/>.

RECOMMENDATION FOR CERTIFICATION

- Online certification institutional recommendation will be completed once award date is posted on transcript (typically four to six weeks after graduation).

CERTIFICATION IN OTHER STATES

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

More information regarding certification in other states is available at: <http://certificationmap.com>.

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

We can give this recommendation only after the applicant has completed the School of Education's approved program degree requirements.

INSTITUTIONAL REVIEW BOARD (IRB)

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

Required forms, deadlines, updated policies and procedures, and additional resources can be found at: <http://orip.syr.edu>.

SELECTED SYRACUSE UNIVERSITY AND SCHOOL OF EDUCATION POLICY STATEMENTS

SCHOOL OF EDUCATION STUDENT GRADE APPEAL PROCESS

1. The instructor of record assigns a course grade. If the instructor of record is not a member of the faculty, the faculty member responsible for the course will be responsible for assigning a course grade.
2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's presented work. Such assessments are not negotiable, and disputes about them do not constitute valid grounds for an appeal.
3. If a student disputes the grade, the appeal process for a grade dispute begins with the instructor of record. The student will provide a written appeal, which will include the grounds for which the appeal is being made. If a resolution of the grade appeal is not obtained, the appeal moves to the next level of authority. Valid grounds for further appeal are only on procedural grounds. The level of authority in order is: instructor of record, faculty member responsible for the course, the chair of the department of the faculty member, the dean of the School of Education (or his or her designee), appeals panel.
4. If the student wishes to appeal the decision of the dean, a sub-committee of the School of Education's Committee on Policies and Standards will serve as the appeal panel. The School of Education by-laws, endorsed by the faculty, assigns the Committee on Policies and Standards the responsibility for handling "all appeals by students regarding course evaluations or standing in their programs." The Committee members chosen by the Chair of the

For certification questions or assistance, or to open a credential file, contact the Coordinator of Career Services and Certification in the Office of Academic and Student Services.

Policy and Standards Committee to serve on the panel must be tenured and cannot have had any involvement in the appeal process leading up to this level of appeal. The appeal panel shall have a quorum of at least three.

5. The panel will have the right to meet with the student and the instructor involved in the grade appeal either separately or together and will have the right to request a written statement from one or both parties, at their discretion. The decision to deny the students grade appeal or to authorize the Registrar to change the grade will be final. The panel will inform the student and the instructor of record of the decision in writing.
6. The panel will summarize the appeal case and the decision of the appeal in writing to the Senate Committee on Instruction. The only grounds for further appeal are irregularities in the School's appeal procedures. If such a case occurs, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or maintain that the procedure begins again at the point the irregularity occurred in the appeal process

ACADEMIC INTEGRITY POLICY

As a member of the School of Education and of the SU community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's academic integrity office (AIO) oversees the academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery or any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic

work. As a student here, you must take responsibility for understanding the nature of academic integrity. You can refer to <http://academicintegrity.syr.edu> for links to the policies. And, as always, be conscientious about your work. Take credit for work that you have done, allow others to take credit for their work, do not take ideas and work without giving credit, and do not cheat. In any situation where someone else is trying to compromise your integrity, use your own judgment and conscience.

NONCONSENSUAL SEXUAL ACTIVITY AND SEXUAL HARASSMENT

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

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

SCHOOL OF EDUCATION ACADEMIC DISMISSAL POLICIES FOR GRADUATE STUDENTS

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

Additional requirements are stated in the School of Education's Orange Books and in program and departmental documents. Failure to meet these

All students must follow the guidelines set forth in the Academic Rules 2014-2015 found on the Syracuse University Course Catalog web site at coursecatalog.syr.edu

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

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

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

APPEAL PROCEDURES FOR PROGRAM DISMISSALS

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

The written appeal should be directed to the senior assistant dean for academic and student services. The senior assistant dean will transmit the appeal to the School of Education's policies, standards, and scholarships committee. The committee will forward a copy of the appeal to the student's department. The committee, or a subcommittee of it consisting of at least three tenured faculty members, will constitute the appeal panel. The appeal panel will make every effort to hear the appeal within a month of the committee's receiving the written appeal. However, the timing of the appeal or its circumstances may require a longer period of investigation.

The appeal panel will not question the requirements the program has set nor will it substitute its own judgment for the judgment of the program faculty about whether the student has met those requirements. Valid grounds for appeal arise if the program fails to provide or implement uniform and consistent requirements, or bases an assessment on other than the stated criteria. Thus, the appeal panel will consider whether the student was provided with "accurate and plainly stated information relating to maintenance of acceptable

Important Note: The Orange Book is a guide for matriculated School of Education students.

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

academic standing,” as required by the *University Student Handbook*, and whether the program applied those requirements, and only those requirements, in making its decision.

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

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

The decision of the appeal panel is final.

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

OFFICE OF ACADEMIC AND STUDENT SERVICES

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

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

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

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

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

R. Scott Freeney • ssfreene@syr.edu • 443-9320
Assistant Director of Academic Advising

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

Stephanie Ellis • sgellis@syr.edu • 443-2526
Assistant Director of Academic Advising

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

Sheila DeRose • saderose@syr.edu • 443-4522
Academic Advisor

Contact Sheila if you want to discuss Registrar-related processes and paperwork.

Crystal Ross • crross@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 a member of the Academic and Student Services staff.

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. She will assist you with your job search.

Speranza Migliore • smiglior@syr.edu • 443-2505
Graduate Admissions Recruiter

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

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

Contact Zachary for information on undergraduate admissions.

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

IMPORTANT TELEPHONE NUMBERS

SCHOOL OF EDUCATION ACADEMIC DEPARTMENTS

Dean's Office	315-443-4752
Counseling and Human Services	315-443-2266
Cultural Foundations of Education	315-443-3343
Health and Exercise Science	315-443-9696
Higher Education	315-443-4763
Instructional Design, Development & Evaluation	315-443-3703
Reading and Language Arts	315-443-4755
Teaching and Leadership	315-443-2685

SYRACUSE UNIVERSITY

Department of Public Safety	315-443-2224
Bursar's Office	315-443-2224
Information Technology and Services	315-443-2677
Counseling Center	315-443-4715
Disability Services	315-443-4498
Financial Aid	315-443-1513
Health Services	315-443-9005
Housing, Meal Plans, and ID Cards	315-443-3983
Lesbian, Gay Bisexual, and Transgender (LGBT) Resource Center	315-443-3983
Office of Multicultural Affairs	315-443-9676
OPTIONS Program	315-443-4715
Recreation Services	315-443-4386
Registrar's Office	315-443-2422
Slutzker Center for International Svces	315-443-2457
Office of Student Assistance	315-443-4357

LINKS TO FORMS REFERRED TO IN THIS BOOK

The following forms referred to in *The Orange Book* can be obtained online on the School of Education web site at http://soe.syr.edu/current/student_services/forms.aspx or in the Office of Academic and Student Services.

- Application for C.A.S. or Doctoral Qualifying Exam
- C.A.S. Program of Study
- Flagging Petition to the Faculty
- Graduate Program Plan Transfer Form
- Internship Proposal Agreement
- Petition to the Faculty
- Proposal for Independent Study Course
- Release of Academic Information
- Request for Incomplete Grade
- Official Withdrawal/Leave of Absence (hard copy only)
- Application for Readmission/Return from Leave of Absence (hard copy only)

USEFUL LINKS

[New York State Department of Education](http://www.nysed.gov/) - <http://www.nysed.gov/>

[NYS Teacher Certification Exams](http://www.nystce.nesinc.com/) - <http://www.nystce.nesinc.com/>

[Teacher certification in states other than NY](http://certificationmap.com/) - <http://certificationmap.com/>

[IRB information and forms](http://orip.syr.edu/) - <http://orip.syr.edu/>

[Maps of Syracuse University](http://www.syr.edu/about/maps/) - <http://www.syr.edu/about/maps/>



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