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
Senior Assistant Dean for Academic and Student Services
# Table of Contents

- School of Education ............................................................................................................................................................ 2
- Office of Academic and Student Services .......................................................................................................................... 2
- Student Advising ................................................................................................................................................................. 4
- Academic Resources on Campus ........................................................................................................................................ 4
- Technology Assistance .......................................................................................................................................................... 5
- How to Stay Connected ..................................................................................................................................................... 5
- Registration and Schedule Adjustment .......................................................................................................................... 6
- Special Types of Courses/Credit ..................................................................................................................................... 8
- Understanding Grades ....................................................................................................................................................... 9
- Dean's List .......................................................................................................................................................................... 12
- Degree Programs, Majors, Minors, and Class Standing .......................................................................................... 12
- Absences, Readmittance and Transfer Procedures .................................................................................................. 14
- Probation and Suspension ............................................................................................................................................. 16
- Graduation Information .................................................................................................................................................. 17
- Special Programs .............................................................................................................................................................. 18
- Teacher Certification/Career Services .......................................................................................................................... 19
- Academic Integrity ........................................................................................................................................................... 19
- Students With Disabilities ............................................................................................................................................. 20
- Your Right to Control Personal Information .............................................................................................................. 20
- Important Phone Numbers ............................................................................................................................................... 22
- Syracuse University Code of Student Conduct ........................................................................................................... 23
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
- Mathematics Education - Carnegie Building, Room 213A
- Music Education - Crouse College, Room 215
- Physical Education - Women’s Building, Room 201
- 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 committed to providing a holistic approach to support the academic, social, and emotional well-being of all School of Education students, from admission through graduation and beyond. We are here to help you navigate and 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 your academic, personal, and emotional growth.
- Address your concerns and needs.
- Maintain student records for all students in the SOE.
- Provide career services, 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 you via the SOEAcademicServices 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.

Academic Advising Team | SOEadvising@syr.edu | 315-443-9319
Brenda Hoefler-Kline
Melissa Tobin
Yuan Dickerson
Your academic advisor can help you with academic decision making, course registration, minors, program changes, progress towards degree and graduation requirements, or college-life issues. Other topics include college academic success and workshop options, studying abroad, summer programs at SU, transferring in and out of SOE, and any other academic-related issue.

If you are a first- or second-year student, contact your academic advisor for registration advising. When you reach your junior and senior years, you will need more specialized advice, and therefore will meet with your faculty advisor within your department to discuss course registration. Some faculty advisors require an in-person meeting every semester.

Crystal Ross | crross@syr.edu | 443-9319
Office Coordinator/Receptionist
Contact Crystal if you have any questions about forms and their processing or if you’d like to make an appointment with someone in the Office of Academic and Student Services.

Eveny Parker | edparker@syr.edu | 443-9319
Coordinator of Career Services and Certification | 443-4759
Contact the coordinator of career services and certification for a resume and cover letter review and to start your credential file for prospective employers. They 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. They will assist you with your job search and email you with information regarding job opportunities, employer information sessions, and teacher recruitment fairs.

Timothy W. Findlay | twfindla@syr.edu | 443-4269
Assistant Director of Undergraduate Admissions and Recruitment/Peer Advisor Coordinator
Contact Tim if you would like to become a peer advisor for the School of Education.

Speranza Migliore | smiglior@syr.edu | 443-2505
Assistant Director of Graduate Admissions and Recruitment
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 your main point of contact for registration advising during your junior and senior years, and is also 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

Your academic advisor is your main point of contact for registration advising during your freshman and sophomore years, and will also assist you with other academic and personal needs. They can help you navigate registration; School of Education programs; policies, rules and regulations; procedures regarding grades; transfer credits; and requirements for graduation. They keep track of your academic records, review your credits, and certify you for graduation. To keep yourself well-informed about your progress, please maintain contact with them at least once a semester. 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

Orange SUccess is an advising tool that provides comprehensive support for all students at Syracuse University. This system will connect you to faculty and staff to help you have a successful academic career. You can access Orange SUccess through MySlice or Blackboard.

Degree Works is a degree audit system where you can monitor your progress toward degree completion. You can access Degree Works through MySlice or Blackboard.

Center for Learning and Student Success (CLASS) offers support for a range of learning and academic difficulties. The center is a resource for free and paid tutoring assistance.

class.syr.edu  learning@syr.edu
315-443-2005  Bird Library, Room 014

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  101 Huntington Beard Crouse (HBC)  315-443-5289
**Math and Calc Clinics** offer free walk-in assistance to students.

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

**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).

**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 and academic advisor
- soe.syr.edu
- Academic calendar - registrar.syr.edu
- Orange SUccess
- Degree Works
- Undergraduate Course Catalog
- Schedule of Classes - MySlice

**Take Charge**

- Initiate contact with your academic advisor for registration advising each semester.
- Keep copies of your paperwork and emails.
- Get the names and contact information of the people you talk to.
- Learn the layout of the campus, important offices and their functions, and know the services they offer.
- 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 email address and check it often. This is your source for all official School of Education and University communications.
- Open all emails sent to you from SOEAcademicServices. They contain important information.
- Read your School of Education newsletter, sent to your @syr.edu email.
Registration and Scheduling Adjustments

Registration
You will be notified by email of your registration appointment for the upcoming semester. Once notified, view your appointment via MySlice, under Student Services.

Prior to your registration appointment, do the following:

- Check your MySlice account to ensure that the only hold you have is an advising hold.
- Run a degree audit through Degree Works.
- Prepare a tentative course schedule using search for classes on MySlice and record it on a registration advising form.
- Schedule a meeting with your academic and/or faculty advisor to finalize your schedule and have your advising hold removed. This is also a great time to ask for a credit check and to discuss any petitions you may need for fulfilling requirements toward your degree.
- Check your MySlice account to view your enrollment appointment.
- 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 academic and/or faculty advisor and fill out a registration advising form
- Register online via MySlice

Returning undergraduate students who did not enroll during early registration and/or schedule adjustment periods or whose schedules were canceled before the start of classes are considered late registrants. A $50 late registration fee will be added to students’ accounts when the registration is processed.

Flexible format 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 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 late registration fee

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

- **ADV (Advising Required):** Schedule a registration advising appointment with your academic and/or faculty advisor. If you are dually enrolled, you must meet with both your home school college advisor and your education advisor.
- **FAH (Faculty Advisor Hold):** Schedule a registration advising appointment with your faculty advisor.
- **PAH (Probationary Hold):** Schedule an appointment with your academic advisor.
• **BU1 (Bursar Hold):** Contact the Bursar’s office.
• **HC or HS1 (Health Center Hold):** Contact Health Services.
• **PK1 or PK2 (Parking Hold):** Contact Parking Services.
• **LI1 or LI2 (Library Hold):** Contact Bird Library.
• **SRR (Student Rights and Responsibilities Hold):** Contact the Student Rights and Responsibilities office.
• **AIV (Academic Integrity Violation Hold):** Contact the Academic Integrity Office.
• **EDP (Probation Indicator):** Indicates that you are on academic probation or academic watch. Has no impact on registration.
• **EDT (One Term Trial Indicator):** Indicates that you are on one term trial. Has no impact on registration.

**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**

During the first week of classes you may add or drop classes using MySlice.

- You must inform your academic or faculty advisor about the changes you make.
- For flex long and flex short classes, please check the add/drop deadlines in MySlice/Class Search (dates and deadlines icon on left).

**Late Adding a Class**

Once the schedule adjustment period is over, a course may only be added through the late add process, by filling out a request to late add a class form which will be reviewed and decided upon by the registrar’s office.

- Complete and sign a request to late add a class.
- Have the form signed by the instructor.
- Submit the form to the Office of Academic and Student Services or to your home school/college.

**Academic/Financial Deadline to Drop a Class**

The academic/financial 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 offering the class, and your faculty advisor sign it.
- Submit the form to the Office of Academic and Student Services or if you are dually enrolled, your home school/college.
Withdrawal Deadline
If you have missed the academic/financial drop deadline, you may withdraw from a course up until the withdrawal deadline. A WD will appear on your transcript. A WD does not affect your semester or cumulative GPA. To withdraw from a course:

- Complete and sign an appeal to late withdraw from a class form.
- Obtain signatures from your instructor, academic or faculty advisor, and the department chair offering the class.
- Submit the form to the Office of Academic and Student Services or if you are dually enrolled, your home school/college.

Drop/Withdrawal Restrictions
You may not drop or withdraw from courses to the point of becoming a part-time student (registered for less than 12 credits) without the permission of the senior assistant dean.

You are not allowed to drop or 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 progress toward degree if the course is a prerequisite.

International students are not allowed to drop 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 United States.

Registering for 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 school/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 may be 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 professional and/or a faculty member 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 the department chair of the department offering the experience.
• Submit the proposal to the Office of Academic and Student Services.

Once approved, your independent study/experience credit form is sent to the registrar’s office and used to register you for the course.

• Be sure the credits for this independent study/experience credit will not take you over the maximum credits for the semester.
• Check your schedule a couple of weeks after the form is submitted to be sure the independent study/experience credit registration appears on your list of classes. Remember, the weekly schedule will not show it because it doesn’t have a day and time assigned to it.
• Follow up with the instructor to ensure that a grade is submitted.

Transfer Credits - Taking a Summer Class

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 appropriate for your program.
• Attach a course description. A syllabus might be requested, therefore, include a syllabus if you have one.
• Get approval on the class content from the SU department that would offer the class.
• Obtain your academic or faculty advisor’s and department chair’s signatures and submit the form to the Office of Academic and Student Services.
• You must receive a C or higher in the transfer course to obtain credit. For certain courses in some programs, a higher grade may be required. The grades for transfer courses do not calculate in your SU GPA, and cannot be used to “flag” the grade already received in a similar course taken at SU from your GPA. You must request an official transcript from the college and have it sent 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 Orange Success in 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-+</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

GPA and Cumulative GPA

GPA is a weighted average based on the grades you received. Cumulative GPA is your overall grade point average. Grades from transfer courses do not factor into your cumulative GPA, although credit hours may count toward total needed degree credits.

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 or audit grades do not factor into your GPA. A fail factors in as an F.

GPA Requirements

The minimum cumulative GPA to be in good academic standing in all programs in the School of Education is 3.0, with the exception of the Selected Studies in Education 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 your GPA. Not all credit hours you earn are factored into your GPA, such as a pass/fail course (if you pass) or a course transferred from another institution. If you fail a pass/fail course, the failing grade is reflected in your GPA as an F.
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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit course, Not counted in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, 0 points (equivalent to an F, but can be removed)</td>
</tr>
<tr>
<td>NR</td>
<td>Not required, Not counted in GPA</td>
</tr>
<tr>
<td>P</td>
<td>Pass, Not counted in GPA</td>
</tr>
<tr>
<td>RM</td>
<td>Remedial, Not counted in GPA</td>
</tr>
<tr>
<td>V</td>
<td>Variable length-course not yet due, Not counted, but replaced by letter grade which is counted</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrew, Not counted in GPA</td>
</tr>
</tbody>
</table>

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 higher 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 before the end of the semester 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 your GPA as an F and indicated on your transcript as an I.
- Once you have completed the contracted coursework, the I will be removed and final grade will be recorded and factored into your GPA.

To apply for an Incomplete:

- Complete a request for incomplete form with your instructor.
- Obtain required signatures from the instructor and the department chair.
- Submit the form to the Office of Academic and Student Services or if you are dually enrolled, to your home college.

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 GPA.
- 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
- Health and Physical Education
- Inclusive Elementary and Special Education
- Physical Education
- Selected Studies in Education

*Single degree program with one major requiring dual enrollment 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. It 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. It 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. It 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 (96 for Spanish Education). 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 requires a 30 credit liberal arts concentration; some students, with special planning, have been able to complete a full Arts and Sciences major instead of a concentration. The inclusive early childhood special education program requires a special 30 credit concentration, with 21 of these credits being from the Human Development and Family Sciences department (CFS) in the David B Falk College of Sport and Human Dynamics. However, the 27 total CFS credits required for this program do not earn students a major in Child and Family Studies. 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 complete one major (Art Education or Music Education) that spans both colleges. A second major in VPA would require extra credits.
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 to discuss with your academic advisor how the minor will fit within your academic program. Once you have decided on a minor, consult 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 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: 0-30
- Sophomore: 31-60
- Junior: 61-90
- Senior: 91 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.

If you must miss classes for a medical or personal reason, contact your academic advisor in the Office of Academic and Student Services or in your home school/college 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.
Religious Observances Policy
SU’s Religious Observances Policy, http://hendricks.syr.edu/spiritual-life/observances.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.

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 an LOA 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 Assistance.

Military Leave of Absence
If you are being activated by the military, you should initiate a leave of absence through your academic advisor. 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
You must file an application for readmission/termination of leave of absence form (hard copy only).

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 health services 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. Check the website of the school/college you are interested in transferring to for IUT requirements for that school/college.

Probation and Suspension

College Probation
The required minimum cumulative GPA to maintain good academic standing in the School of Education is 3.0 for all programs with the exception of Selected Studies in Education which is 2.8. Students whose GPAs fall below these minimums will be placed on college probation. Be aware that GPA is not the only criteria. Limited progress toward degree or excessive number of incompletes can also be factors in college probation. The School of Education has three categories of college probation:

Academic Watch
Students whose cumulative GPA is between 2.8 and 2.99 or for Selected Studies in Education 2.6 and 2.79 must meet the following terms:
- Attend meetings with an academic advisor in the Office of Academic and Student Services.
- Attain a cumulative GPA of at least 3.0 or 2.8 for Selected Studies in Education at the end of the semester.
- Utilize tutoring services and other campus resource services as needed.

Academic Probation
Students whose cumulative GPA is between a 2.0 and 2.79 or for Selected Studies in Education 2.0 and 2.59 must meet the following terms:
- Attend meetings with an academic advisor in the Office of Academic and Student Services.
- Attain a cumulative GPA at least 3.0 or 2.8 for Selected Studies in Education at the end of the semester.
- Participate in two academic workshops offered during the semester by the School of Education.
• Utilize tutoring services and other campus resource services as needed.

One Term Trial Probation (OTT)
Students whose cumulative GPA is below a 2.0 are placed on OTT and must meet the following terms:
• Attend regular meetings with the Senior Assistant Dean of Academic and Student Services.
• Attain a cumulative GPA of at least 2.0 by the end of the semester.
• Participate in two academic workshops offered during the semester by the School of Education.
• Utilize tutoring services and other campus resource services as needed.

Failure to meet these terms by the end of the semester may result in a one year suspension.

Suspension.
Suspension is for one year, or two academic semesters. While on suspension, you will be expected to take courses elsewhere in order to cultivate improved study habits and demonstrate a solid grade performance.
In order to return, send a letter via email to the senior assistant dean requesting readmission, accompanied by an official academic transcript.

You may appeal your suspension. The process for appealing is outlined in your letter of suspension.

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 officially posts it.

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**

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 you pursue your chosen academic course of study, the honors program offers you an intellectual challenge and curricular enrichment through seminars, honors courses, special cultural events, and close contact with faculty and other honors students. If you are interested in the honors program contact their office.

**SU Abroad Program | 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. 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.
- Successfully pass the required New York State Teacher Certification exams. For information and test prep guides, visit 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:

- New York State and out-of-state teacher certification guidance
- Certification workshops
- Post-graduate planning
- Resume and cover letter review
- Resume, cover letter, and interview workshops
- Job search assistance
- Job announcements
- Employer information sessions
- On campus interviews
- Credential file service
- Teacher recruitment days
- Health and Exercise Science graduate and career fair

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

Syracuse University’s new Academic Integrity Policy, effective January 1, 2017, is designed to make integrity and honesty central to the University experience. The policy creates four sets of expectations:

Credit Your Sources
Always acknowledge other people’s ideas, information, language, images, or other creative efforts when incorporating them into work you submit, whether that work is written, oral, or visual.

Students Who Violated This Expectation
- Copied sentences from a website into the first draft of a paper without citing the source.
- Padded their own writing with passages from other published work.
- Used photos taken by others in a presentation without citing the photographer.
- Paraphrased another’s ideas without noting the original author.

Communicate Honestly
Deal openly and honestly with faculty, instructors, staff, and fellow students.

Students Who Violated This Expectation
- Claimed falsely that they were ill or had a death in the family to take a make-up exam.
- Lied about the amount of time they had spent on a community service project for a course.
- Signed another student into a course via attendance sheet or clicker when that student was absent.
- Changed research results to skew the interpretation of their findings.

Do Your Own Work
All work submitted for a course must be your own unless an instructor gives explicit permission for collaboration or editing.

Students Who Violated This Expectation
- Collaborated with others on a take-home assignment that was supposed to be completed individually.
- Submitted the same paper or artwork in two courses without written approval from both instructors.
- Shared the contents of a quiz, not provided by the instructor, with another student taking the same quiz.
- Had a cell phone or other prohibited material within easy reach during a closed-book exam.

Support Academic Integrity
Promote academic integrity at SU. Avoid actions that encourage or cover up violations by others.

Students Who Violated This Expectation
- Purchased completed assignments from an essay mill.
- Made a completed exam available to others when they should have known it would be used for fraudulent purposes.
- Helped another student cover up a violation.
- Lied during an academic integrity investigation.
These examples are not exhaustive. Any action that improperly influences the evaluation of a student’s academic work, gives one student unfair academic advantage over another, or encourages the violation of academic integrity by others constitutes a violation of this policy.

When any academic integrity expectation is unclear to you, ask your instructor, academic advisor, or the Academic Integrity Office staff at aio@syr.edu or call 315.443.5412.

**Students with Disabilities**

Any student with a disability as defined in the Americans with Disabilities Act of 1990 (ADA) should be aware of his or her rights. Students with learning disabilities are strongly urged to discuss special academic and nonacademic accommodations with the Office of Disabilities Services.

**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, 106 Steele Hall or online at http://coursecatalog.syr.edu/content.php?catoid=11&navoid=1454#Student_Privacy_Rights_(FERPA). 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 email address*
- Academic awards and honors
- Athletic participation
- Class/level*
- Dates of attendance
- Degree(s) earned and date(s)
- Full/part-time status
- Majors(s)/degree program(s)
- Photograph or other visual image
- Prior postsecondary institutions attended
- SU school/college(s)*

*Included in the University’s online directory
Students have the right to have some or all of this directory information withheld from the public if they so desire. To prevent disclosure of Directory Information, students must file a Request to Prevent Disclosure of Directory Information form with the Registrar's Office, 106 Steele Hall. Requests may be filed at any time and remain in effect permanently (including after departure from the University) until removed, in writing, by the student.

**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
**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
**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 | bursar@syr.edu | 315-443-2444
**Center for Learning and Student Success** | 348 Bird Library | class.syr.edu | 315-443-2005
**Counseling Center** | 200 Walnut Place | counselingcenter.syr.edu | 315-443-4715
Syracuse University 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, verbal or electronic, oral, written or video—which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” or likely to cause an immediate breach of the peace.
3. Conduct—whether physical, verbal or electronic, oral, written or video—which threatens the mental health, physical health, or safety of any person or persons including, but not limited to, hazing, drug or alcohol abuse, bullying, or 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, and 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 University, personal, public, or private property/services or illegal possession or use of the same.
7. Forgery, alteration, or fabrication of identification cards, records, grades, diplomas, or University documents; possession of falsified identification cards; or misrepresentation of any kind to a University office, University official, or law enforcement.
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, or illegal gambling.
10. Illegal use, possession, purchase, distribution, manufacture or sale 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, airsoft 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 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 by the Office of Academic Integrity.