



ORANGE BOOK

**Certificate of Advanced
Studies (C.A.S.) Degree
2020-2021**

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. Assistance, participation in, promotion of, or perpetuation of harassment, whether physical, digital, oral, written or video, including any violation of the Syracuse University Anti-Harassment Policy or Sexual Harassment, Abuse, and Assault Prevention Policy. Bias-related incidents, including instances of hate speech, may qualify as harassment under this Code and the University's Anti-Harassment Policy.
3. Assistance, participation in, promotion of, or perpetuation of conduct, whether physical, electronic, oral, written or video, which threatens the mental health, physical health, or safety of anyone.
4. Academic dishonesty*, including but not limited to plagiarism and cheating, and other forms of academic misconduct, such as, misuse of academic resources or facilities, intellectual property theft, and/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 University, personal, public, or private property/services or illegal possession or use of the same.
7. Forgery, alteration or fabrication of identification cards, records, reports, grades, diplomas, University documents, possession or purchase of falsified identification cards or misrepresentation of any kind to a University office, University official, or law enforcement.
8. Unauthorized entry or use 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.
10. Illegal use or possession of alcohol, drugs, or drug paraphernalia, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Illegal purchase, distribution, manufacture, or sale of alcohol, drugs, or drug paraphernalia.
12. 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.
13. 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. This includes violations of the University's weapons policy. Exceptions may be approved by the Office of Student Rights and Responsibilities for theatrical productions or athletic/recreational events.
14. Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
15. Assistance, participation in, promotion of, or perpetuation of hazing as defined in the Syracuse University Anti-Hazing Policy.
16. Assistance, participation in, or promotion of a student organization that has lost University recognition on a temporary or permanent basis.
17. For student leaders, failure to intervene or notify the University when a student knows of a situation that threatens the health and safety of another individual or the campus community.
18. Violation of any international, federal, state, or local law.
19. Violation of University policies, rules, or regulations that are published in the Student Handbook, or other official University publications or agreements.

The Code of Student Conduct applies to all students and student organizations at Syracuse University. Violations can occur either on or off campus and individuals and/or groups can be held accountable. Ignorance of the code and/or acts committed under the influence of alcohol or drugs do not diminish one's responsibility.

*Cases involving academic dishonesty are handled by the Academic Integrity Office.

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GENERAL INFORMATION

This *Orange Book* provides a general overview of Syracuse University's School of Education and its programs leading to a Certificate of Advanced Study. Further University policy on degree study exists in the [Graduate Course Catalog](#). 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 in the [Graduate Course Catalog](#) or on the [School of Education web site](#).

The School of Education is composed of seven academic departments: Counseling and Human Services; Cultural Foundations of Education; 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.

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.

Certificate of Advanced Study (C.A.S.) programs are varied and serve many purposes.

1. The C.A.S. program in Educational Leadership is a registered program leading to New York State certification.
2. The C.A.S. program in School Counseling is designed to give students who have already completed a master's degree of less than 60 credits (typically 48) in counseling to take an additional 12 (or more) credits to meet the 60 credit requirement for permanent New York State School Counselor certification.
3. Other C.A.S. programs are typically 15 credits providing students, including those in other degree programs, specialization in the areas represented by the C.A.S. program.

Information about C.A.S. programs can be found on the [School of Education's web site](#) or in the [Graduate Course Catalog](#).

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 what will be on your transcript. This form must be signed by your faculty advisor and department chair before it arrives in the Office of Academic and Student Services.
2. If your C.A.S. program requires a culminating experience, find out from your program:
 - The nature of the requirement, and what you have to do to meet it.
 - When in your program you should begin this requirement, and how much time is typically required. Depending on the requirement, you may need to be collecting artifacts for a portfolio throughout the program, or may not be able to start preparing for an exam until you have completed most or all coursework. Completion of this requirement and all of your coursework will determine the appropriate degree award date.
 - If you have to complete a form to register for this requirement.
3. Check your transcript and your Degree Works audit for any issues, i.e., missing grades, transfer credits, program of study changes, etc.
4. Submit a diploma request. The diploma request must be filed before your last semester. It is submitted online via [MySlice](#).
4. The diploma request is used for four purposes: to enter an anticipated degree date; to prompt an audit of your academic program information; to allow you to indicate special instructions for imprinting and mailing 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.

Degree Requirements

1. **At least a bachelor's degree; for Educational Leadership, a master's degree.** An official, degree-bearing transcript from the institution where you received your bachelor's degree (and master's degree, if applicable) should have either been included with your application materials, or should be sent to Syracuse University before beginning graduate study.
2. **Be matriculated in the C.A.S. program for at least one semester.** Matriculation may not be backdated.
3. **An overall B average in C.A.S. courses.**
4. **Complete a culminating experience (exam, portfolio, field experience, etc.) as may be required by your program.**

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 C.A.S. (6 semesters for the educational leadership C.A.S. programs) there is no fee other than a student activity fee to register for GRD 998. You will be charged a \$500 fee plus a student activity fee when you register for the fifth semester of GRD 998 and beyond (for educational leadership the fee begins in the seventh semester). 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 program expeditiously. Finally, it maintains your active status in the program.

LEAVE OF ABSENCE (LOA)

If circumstances are such that you have to register for GRD 998 for an extended period of time, you may take a one year leave of absence.

If you feel you need more than one year, you must take a permanent leave of absence. If you decide that you want to resume your studies in the School of Education, you can contact your department to be readmitted.

A leave of absence cannot be taken retroactively.

TIME TO DEGREE COMPLETION (FOR EDUCATIONAL LEADERSHIP ONLY)

You must successfully complete the 30 hours of required EDA coursework for the C.A.S. degree within seven years. If you do not meet this requirement, you need to find out if your program faculty will support a petition to reinstate your out-dated credits.

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.

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

- registered for full-time study (nine 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 thesis, dissertation, or 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.
- a proposed plan of study for the semester should be agreed upon between the student and faculty (with the appropriate form signed by both and submitted to the Office of Academic and Student Services).
 - studying for preliminary, qualifying, or comprehensive exams
 - studying for a language or tool requirement
 - actively working on a thesis or dissertation
 - an internship

The maximum course load for graduate students is 15 credits each semester. In some programs the maximum course load may be lower. Registration for additional credits requires a petition and approval of your academic department.

If you are not registered for any coursework, you must be registered for GRD 998 Degree in Progress.

Graduate students may register for a maximum of 6 credits in a six-week session (with Maymester and Summer Session I considered as one session for this purpose), and a maximum of 12 credits in any summer. In some full-time programs the

maximum course load may be higher and in some part-time programs the maximum course load may be lower. Registration for credits above the maximum set by your program requires a petition and approval of your academic department.

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

APPLYING FOR CERTIFICATION

New York State Certification

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

Institutional Recommendation

For CAS programs that lead to both initial/professional or provisional/permanent certification, institutional recommendations will be provided for both levels when the candidate completes the program and the institution confers the degree. Upon completion of any remaining requirements candidates should apply to NYSED directly. In addition to completing an approved program, certification exams are required. You can visit the [New York State Certification Exam web site](#) for more information. **IMPORTANT: Educational Leadership candidates must request, at the time they register for the exam, that scores be sent to Syracuse University, to avoid delays in the C.A.S. award and institutional recommendation, and additional score reporting fees.**

Candidates are encouraged to apply for certification within two years of their program completion. Should NYSED regulations change before a candidate applies, the candidate will be held to the new standards. Requests past five years will be taken on a case-by-case basis and are contingent upon changes to program title, program number, requirements or NYSED regulations.

Types of Certificates Issued by New York State for School Building Leader (SBL), and School District Leader (SDL) Certifications

Internship Certification (SBL, SDL); Pathway - Approved Teacher Preparation:

- Must be enrolled in a New York State registered program.
- Requires completion of at least 50% of a New York State registered program.
- Requires registration in the internship course; and an internship site with a corresponding start-date.
- Requires institutional recommendation.
- Requires workshop: Dignity For All Students Act (DASA).
- Requires fingerprinting clearance

Initial Certification (SBL only); Pathway - Approved Teacher Preparation Program:

- Is valid for five years. You must apply for initial certification before SBL internship certificate expires.
- Requires completion of School of Education approved educational leadership program.
- Requires passing the New York State certification exam: School Building Leader Assessment (SBL) - Parts 1 and 2.
- Requires the passing of the New York State teacher certification exam: Educating All Students (EAS).
- Requires [fingerprinting clearance](#) at least two months prior to graduation.
- Requires 3 years of paid, full-time classroom teaching/PPS experience.

Professional Certification

School District Leader (SDL); Pathway - Approved Teacher Preparation Program

- Requires completion of the School of Education's Educational Leadership New York State registered program (60 graduate credits; candidates must request transcripts from all institutions be sent to NYSED).
- Requires institutional recommendation.
- Requires three years of paid, full-time admin/PPS/classroom teaching experience.
- Requires New York State certification exam: School District Leader - parts 1 and 2.
- Requires citizenship status

School Building Leader (SBL); Pathway - Approved Teacher Preparation Program

- Requires three years of paid, full-time admin experience (one year of School Building Leader experience and mentored experience).
- Requires citizenship status

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 [on the New York State Teacher Certification Examinations \(NYSTCE\) web site](#).
- [Apply for fingerprinting clearance](#) prior to internship placement.
- 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](#).
- After applying for certification, you must submit an [Institutional Recommendation Request](#) form to the career services and certification advisor in order to be institutionally recommended.

Types of Certificates issued by New York State for School Counselor Certification

Provisional Certification: Pathway - Approved Teacher Preparation Program

- Is the first New York State certificate and is valid for five years from the issuance date.
- Requires completion of School of Education approved counselor education program.
- Requires [fingerprinting clearance](#) at least two months prior to graduation.

Permanent Certification: Pathway - Approved Teacher Preparation Program

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

Checklist of Steps to File for New York State Certification:

- [Apply for fingerprinting clearance](#) prior to internship placement or graduation.
- 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](#).
- After applying for certification, you must submit a [Institutional Recommendation request](#) to the career services and certification advisor.

Time line for Institutional Recommendation for Certification

- Requested institutional recommendations will be completed after degree award date is posted on transcript (typically four to six weeks after graduation).

Certification in Other States

In the past, reciprocity was a term used in education when a fully licensed educator moved to another state and required a certificate in the new state. The person was usually granted the new certificate without any deficiencies. Today, full reciprocity is rarely granted and Syracuse University does not guarantee reciprocity with any other state. The mobility of educators may still be accommodated on an individual basis, by completing any additional/alternate requirements and application processes specified by each receiving state.

If the out-of-state certification application requires the candidate to submit a form that verifies completion of an approved educator preparation program, send the form, with the original instructions (indicating where to return the form, once completed) to the career services and certification advisor at soecareer@syr.edu

We can make this verification of program completion only after the applicant has completed the School of Education's approved program degree requirements. and Syracuse University does not guarantee reciprocity with any other state. The mobility of educators may still be accommodated on an individual basis, by completing any additional/alternate requirements and application processes specified by each receiving state.

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

RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS

Syracuse University's Office of Research Integrity and Protections supports the institution in ensuring the University's solid commitment to compliance with all applicable regulations and accreditation standards.

The Office of Research Integrity and Protections provides assistance to faculty, staff and students who are working with animals or humans in research and provides administrative support for the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). The policies and forms for course related student projects may be found at the [Office of Research Integrity and Protections web site](#).

Restricted Graduate Credit (Excerpts from Academic Rules, Graduate Course Catalog)

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

- becomes matriculated in a graduate degree or certificate program
- overall average in all Syracuse University graduate work is at least 2.8
- earned a B or better in each course
- courses are part of a degree or certificate program approved by the student's department
- coursework has been completed within the time limit allowed for the degree

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

A student may apply to have up to 12 credits* of restricted graduate credit converted to graduate credit if the student meets all of the following conditions:

*In the higher education degree program, no more than six hours of restricted graduate credit may be converted to graduate credit. In all other School of Education graduate degree programs, no more than nine hours of restricted graduate credit may be converted to graduate credit.

Transfer Credit (Excerpted from Syracuse University Academic Rules found in the Graduate Course Catalog)

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.

A maximum of three credits from a combination of transfer and/or external examinations/extracurricular and experiential learning will be accepted toward a C.A.S. Exceptions may be granted by petition to the dean of the Graduate School.

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. The student must be admitted to the degree program in each of the awarding department/college.
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.

Exceptions:

Two 12-credit C.A.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.).

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 other requirements 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. There is also a less formal ceremony in December for all December graduates.

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 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 student's 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 of Education'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 Syracuse University community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's [Center for Learning and Student Success \(CLASS\)](#) oversees the academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the non-use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must take responsibility for understanding the nature of academic integrity. Please refer to the [CLASS web site](#) 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.

All students must follow the guidelines set forth in the Academic Rules 2020-2021
found in the [Syracuse University Course Catalog](#).

School of Education Academic Dismissal Policies for Graduate Students

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

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

When a student is judged not to have met the university, school, or program requirements, the department chair will notify the student in writing of this determination and the recommendation of dismissal from his or her program. A copy of this notice will be sent to the 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 University's Student Conduct System 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 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.

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.

IMPORTANT TELEPHONE NUMBERS

School of Education

Academic Departments

Dean's Office	315-443-4751
Counseling and Human Services	315-443-2266
Cultural Foundations of Education	315-443-3343
Higher Education	315-443-4763
Instructional Design, Development & Evaluation	315-443-3703
Reading and Language Arts	315-443-4757
Teaching and Leadership	315-443-1468

Syracuse University

Department of Public Safety	315-443-2224
Bursar's Office	315-443-2444
Information Technology and Services	315-443-2677
Counseling Services	315-443-8000
Center for Disability Resources	315-443-4498
Financial Aid	315-443-1513
Health Care Services	315-443-8000
Housing, Meal Plans, and ID Cards	315-443-2721
Lesbian, Gay Bisexual, and Transgender (LBGT) Resource Center	315-443-3983
Office of Multicultural Affairs	315-443-9676
Recreation Services	315-443-8000
Registrar's Office	315-443-2422
Center for International Services	315-443-2457
Dean of Students Office	315-443-4357

FORMS REFERRED TO IN THIS BOOK

Forms referred to in *The Orange Book* can be obtained online at [Office of Academic and Student Services - Forms](#) and/or through the eForms portal in the student MySlice menu,

The following forms are paper forms that are not found online.

- Add/drop form

Complete process through MySlice registration within deadlines. For courses that do not follow a standard semester/term format, use the Request to Add/Drop Flexible Session Class form available through the eForms portal. For other situations, contact your Academic and Student Services advisor.

- Application for readmission/termination of leave of absence You may use a petition to the faculty form.

- Leave of absence or withdrawal from the university

Contact your Academic Advisor in the office of Academic and Student Services

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 • 315-443-2506
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 • 315-443-2506
Assistant to the Senior Assistant Dean

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

Academic Advising by Program

Sheila DeRose • saderose@syr.edu • 315-443-4522

- Clinical Mental Health Counseling
- Counseling and Counselor Education
- Cultural Foundations of Education
- Higher Postsecondary Education
- Instructional Design, Development and Evaluation (All programs)
- Intercollegiate Athletic Advising
- School Counseling

Marie Sarno • mrsarno@syr.edu • 315-443-1464

- Arts Education Preparation
- Art Education Professional Certification
- Early Childhood Special Education
- Educational Leadership
- English Education (7-12)
- Inclusive Special Education (1-6)
- Inclusive Special Education 7-12 (Generalist)

- Inclusive Special Education: Severe/Multiple Disabilities
- Literacy Education (All programs)
- Mathematics Education (All programs)
- Media and Education
- Music Education (All programs)
- Music Education: Professional Certification
- Science Education (All programs)
- Social Studies Education
- Teaching English Language Learners
- Teaching and Curriculum

Bobbi Latimer • BJLatime@syr.edu • 315-443-4759
Career Services and Certification Advisor

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

Speranza Migliore • smiglior@syr.edu • 315-443-2505
Assistant Director of Graduate Admissions and Recruitment

Contact Speranza if you would like information on or would like to apply to other graduate programs.

Crystal Ross • cross@syr.edu • 315-443-9319
Office Coordinator

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.

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.



Syracuse University
School of Education

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