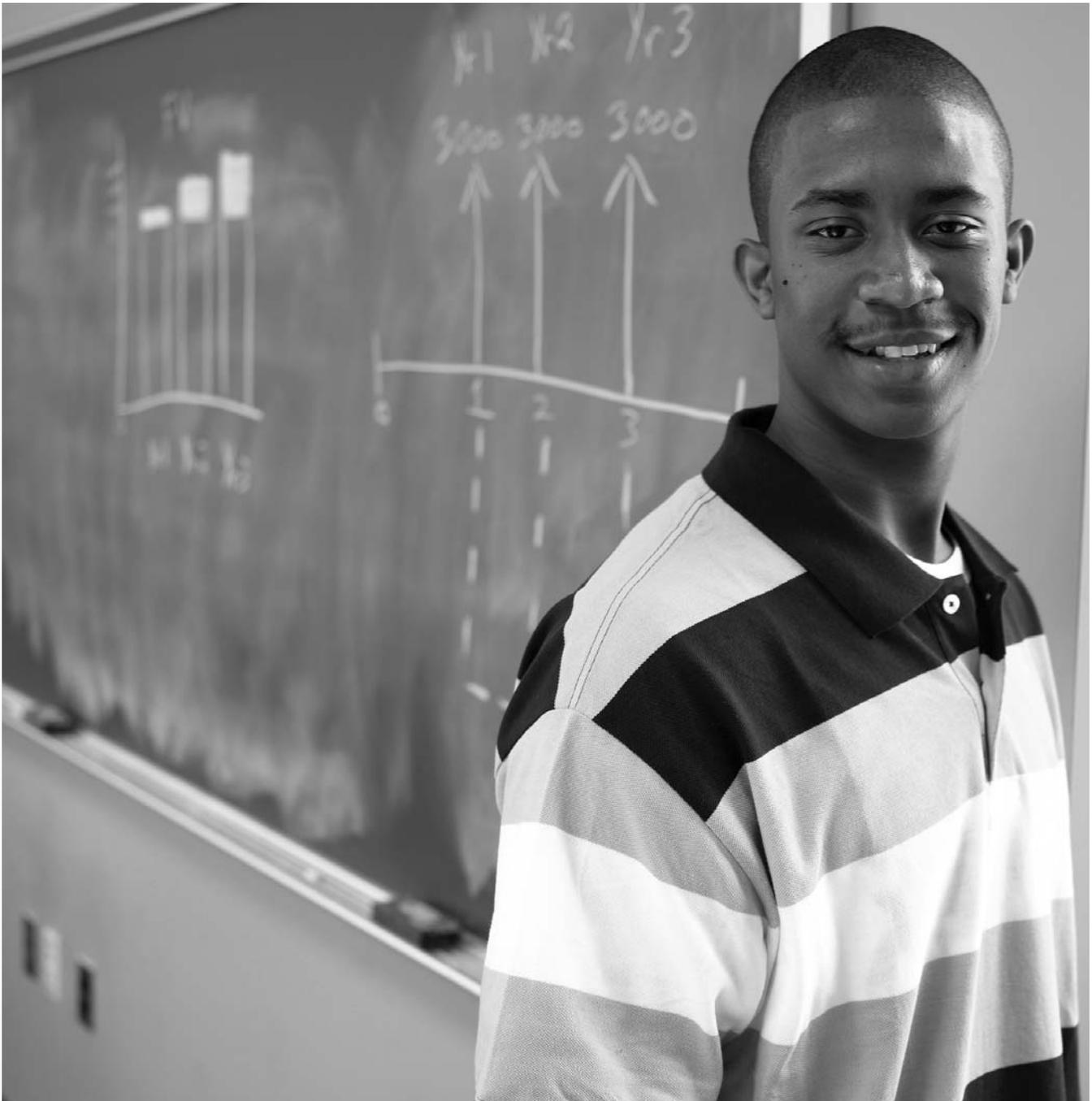




# Academic Regulations and Procedures



*All programs, regulations, and schedules of dates are subject to change or withdrawal depending on the availability of funds and the approval of programs by appropriate state authorities.*

*It is the student's responsibility to be aware of University regulations and procedures as set forth in this Bulletin and in official campus publications and notices.*

## Organization of Graduate Education at Stony Brook

Under the direction of the provost, Graduate School administration rests with the Dean and the administrative staff of the Graduate School in conjunction with the Graduate Council.

### The Graduate Council

The membership of the council includes one representative from the library, one professional employee and two representatives each from the faculty of the Health Sciences Center, the College of Engineering and Applied Sciences, the Division of Humanities and Fine Arts, the Division of Social and Behavioral Sciences, and the Division of Natural Sciences. One of the two Health Sciences Center representatives must be from Basic Health Sciences. Additional members include two graduate students chosen by the Graduate Student Organization. Elected faculty members serve for three years with staggered terms. The chair and the secretary of the Graduate Council are elected by the council. Among other duties detailed in the "Faculty By-Laws," the council must approve all graduate programs before their submission to the SUNY System Administration Office and the State Department of Education.

### The Department/Program

Each department exercises a large measure of responsibility for its graduate programs. Under the general responsibility of the departmental chair, each department has a Graduate Program Director who administers graduate activities. Each program also has an appeals and grievances committee comprised of equal numbers of faculty and graduate student members. Individual programs select graduate applicants and recommend them for admission to the Dean of the Graduate School. The programs are responsible

for the nomination of students and applicants for fellowships, traineeships, assistantships, and tuition scholarships, as well as for the administration of graduate programs, including coursework, supervised research, teaching assistantships, and graduate examinations. It is the program that certifies to the Graduate School that the student has completed all degree requirements.

Graduate programs not housed in specific departments are governed by interdepartmental faculty committees chaired by a Graduate Program Director. For purposes of graduate education, they function as do departments in other disciplines.

## Registration

All students enrolled in the Graduate School in any program, whether in residence or absentia, must register each fall and spring for at least one graduate credit until all degree requirements have been met. A student is not considered to have registered until enrollment is posted on the University system, SOLAR, and arrangements regarding tuition and fees have been made with the Bursar's Office.

- Students who hold a TA, GA, RA, fellowship, or tuition scholarship must be registered as full-time students by the fifteenth day of classes each semester.
- Students failing to register before the first day of classes or before late registration begins may still register during the first 15 days of the semester, but will be charged a late fee of \$40.
- Students who have not been granted an official Leave of Absence by the Dean of the Graduate School and have not yet registered will be considered to have withdrawn from the University.
- Students are responsible for making sure they are registered on time.

Programs or individual faculty members do not have authority to waive these rules.

### Course and Credit Enrollment

The majority of credits taken during any semester must apply toward a student's primary degree program. Failure to comply with the guidelines below will result in the tuition scholarship being rescinded for the semester.

- All students must have prior permission from their department/program

to take any courses outside of their primary degree plan.

- Tuition scholarships only apply to courses that fulfill degree requirements in the program providing the scholarship. A student with a full-time nine-credit tuition scholarship from a primary program may take a course in a secondary program. However, if a student with a nine-credit tuition scholarship from their primary program wishes to take a course in a secondary program, it must be in addition to the nine credits applying toward the primary program during the same semester.

### Course Changes

- Graduate students may add or register for classes through the fifteenth day of classes.
- Through the fifth day of classes, graduate students may drop classes without incurring a tuition liability and without a W (withdrawal) being recorded.
- From days 6 to 10, students may be able to drop classes with an approved petition from the Graduate School without a W (withdrawal) being recorded. Tuition liability may be removed by Student Accounts on request.
- From days 11 to 15, graduate students may only drop from courses if an even number of credits are added in a single transaction (i.e., a swap of 12 credits for 12 credits), or they may withdraw from a class. When a student withdraws from a class, a W is posted and tuition is charged based on the Tuition Liability schedule. This information is available at the Registrar's Web site: <http://ws.cc.sunysb.edu/registrar>. For swaps between these dates, graduate students must petition to the Graduate School. Students can swap only if they petition to the Graduate School using the appropriate forms; swaps cannot be done on SOLAR.
- Retroactive add/drop petitions must have the approval of the Graduate Program Director and the Graduate School and will not be processed by the Registrar's Office until the \$20 processing fee is paid.

### Advancement to Candidacy

A student may be advanced to candidacy (G5 status) after completing Graduate School and program requirements other than the dissertation or its equivalent.

- Students on academic probation cannot be advanced to candidacy.
- Advancement to candidacy is granted by the Dean of the Graduate School upon recommendation of the Graduate Program Director.
- Students must advance to candidacy at least one year before the beginning of the semester in which they plan to defend their dissertation. Students in the D.M.A. program may be advanced for one semester prior to their final recital and graduation semester.
- Requests for advancement to candidacy must be received by the Graduate School from the program by the tenth day of classes for the advancement to take effect that same semester.
- Any semester in which a student is on an approved Leave of Absence does not count in the calculation of the student's time limit for degree completion.
- Students planning to return from leaves should complete a "Readmission Form for Graduate Students." This form can be downloaded at [www.grad.sunysb.edu](http://www.grad.sunysb.edu). Students should submit this form to their program for departmental approval by the chair or director. The program then forwards this form to the Graduate School for final approval and processing. Students are advised to begin the readmission process preferably two months in advance of the term for which they wish to register.

### Degree Candidacy

All degree candidates must register for at least one graduate credit during thesis or dissertation research for the semester in which the degree is awarded. Students on approved Leaves of Absence do not register for those semesters for which a leave has been granted; however, they must be readmitted and register for the semester in which the degree is awarded.

### Leave of Absence

Leaves are generally granted for one semester or year at a time, renewable upon request for a maximum of two years, and should be requested prior to the beginning of the semester. To request a leave, the student must have been registered for the previous semester. The Request for Leave of Absence form can be downloaded at [www.grad.sunysb.edu](http://www.grad.sunysb.edu) and should be submitted to the Graduate Program Director for approval. If the Graduate Program Director approves the request, approval is then recommended to the Dean of the Graduate School. In addition, international students who seek a Leave of Absence must obtain approval of an international student advisor. Military Leave of Absence will be granted for the duration of obligated service to students in good standing.

- A student on academic probation may be granted a Leave of Absence with the understanding that re-enrollment is subject to conditions imposed by the Graduate School and the program. These conditions will be specified in writing at the time the leave is approved.

### Withdrawal from the University

The process of withdrawing from the University is a formal procedure, which the student must initiate. A student finding it necessary to withdraw from the University must submit a letter of intention to the Graduate Program Director and the Graduate School.

- Students may withdraw from the University up to the last day of classes; however, financial liability to the University still remains. Permission may be granted by the Graduate School by submitting a completed "Retroactive Withdrawal" which can be downloaded at [www.gradsunysb.edu](http://www.gradsunysb.edu)
- Students are urged to discuss all withdrawals with their Graduate Program Director and academic advisor before such an action is taken.

International students must discuss withdrawals with an international student advisor before initiating the process as a withdrawal may jeopardize their immigration status.

### Unauthorized Withdrawal

A student who leaves the University without obtaining an official withdrawal may forfeit the privilege of honorable withdrawal and endanger prospects of readmission to the Graduate School. Such students will be reported as having failed all courses for which they were registered the semester they left the University.

### SUNY Exchange Program

When the special educational needs of a doctoral student at one SUNY institution or the Graduate Center of CUNY can be served best by taking courses at

another unit of the SUNY system or at the graduate center of CUNY, the student should obtain an application from the Program Director to apply for admission to take the desired courses at the host institution.

- The recommendation from the program should state that the student has the proper prerequisites and that, if the courses are successfully completed, credit for them will be accepted toward the degree.
- The statement from the program director requires approval from the Dean of the Graduate School. The approval will then be sent to the Dean of the Graduate School of the host institution, who will clear it with the department concerned. When approval is obtained, the student will be admitted to take the courses requested.
- The student will pay appropriate tuition and fees at the host institution. If the student has a tuition scholarship at Stony Brook, that scholarship will be recognized by the host institution.

At the completion of courses, the host institution will, on request, send a transcript to Stony Brook.

### Inter-University Doctoral Consortium

The Inter-University Doctoral Consortium (IUDC) is comprised of several universities in and around New York City, including Columbia, CUNY, Fordham, New School University, Princeton, and Rutgers. Eligible graduate students in the arts and sciences will be able to register for some courses at these institutions for Stony Brook credit, and library privileges will also be extended to participants while registered. Interested students should contact their Graduate Program Director.

- Students may only register for courses not available at their home institution.
- Students will pay appropriate tuition and fees at their home institution.
- Consortium registration is intended for advanced doctoral candidates and is restricted to graduate courses.

### Grading System

The following grading system will be used for graduate students in graduate courses: A (4.0), A- (3.67), B+ (3.33), B (3.00), B- (2.67), C+ (2.33), C (2.00), C- (1.67), F (0.00). Pass/No Credit (P/NC) and grades of D are not approved grades for graduate students.

- A student's permanent academic record must reflect a final grade or a withdrawal grade for each course in which he or she is enrolled.
- If a final grade has not been reported by the scheduled deadline, or if the deadline has not been appropriately extended, an F will be recorded.
- Graduate students may repeat courses without limit. Credits will be counted toward the degree only once, and only the most recent grade will be used to calculate the cumulative GPA. This option does not apply to variable or repetitive courses.
- A student's official transcript will show all grades received and the cumulative GPA will reflect all grades.

### **I (Incomplete)**

An I is an interim grade given at the discretion of the instructor at the student's request and upon evidence that good cause, such as serious illness, prevented the student's completion of course requirements. In granting a grade of I, the instructor signifies a willingness to receive student work and submit grades in accordance with these deadlines.

- Auditing a subsequent offering of the course may not make up an Incomplete.
- Final grades for students granted temporary reports of an Incomplete must be submitted by the first day of classes of the semester following the Incomplete. However, the instructor may require that the work be completed at any time prior to the end of the Incomplete extension period. Students should confer with their instructors to establish how far in advance of the deadline work must be completed.
- An instructor may request an extension of the original Incomplete by sending written notification to the Office of Records/Registrar before the first day of classes. Any extension will usually be limited to the last day of classes of the semester following that in which the course was taken. Any subsequent exception must be appealed by the student with a written letter of support or denial by the faculty member addressed to the Graduate School.

If final grades are not reported to the Office of Records/Registrar by the specified dates, the grade of I will automatically change to I/F.

### **S/U (Satisfactory/Unsatisfactory)**

A grade of S indicates passing work (equivalent to the grade of B or higher) in those courses so designated by the program and approved by the Graduate Council where the usual mode of evaluation is impractical. A grade of U indicates unsatisfactory work. S/U grades are not calculated as part of a student's cumulative or semester GPA.

Courses that are usually offered on a S/U basis are so indicated in the graduate class schedule published for each term.

### **R (Registered)**

R is assigned to indicate attendance during the first semester in a year-long course. The final grade will be assigned after the completion of two semesters.

### **NR (No Record)**

An instructor may assign a temporary report of NR only for students who have never, to the instructor's knowledge, participated in the course in any way. An NR report is not to be interpreted as a grade but only as an indication of a temporary state of affairs that requires prompt resolution leading either to removal of the course from a student's program or to the assignment of a grade.

### **Change of Grade**

Grades appearing on a student's academic record may not be changed after one calendar year from the start of term in which the grade was incurred.

- A final grade may not be changed on the basis of work completed after a term has ended.
- A final grade appearing on a student's academic record at the time of graduation cannot be changed to any other grade subsequent to the graduation date.

Grade changes that involve changing one grade to another, changing an incomplete to a letter grade after the first day of classes, or changing an incomplete to a letter grade after an extension has expired, must be approved by the Dean of the Graduate School.

### **Auditing**

Auditing is permitted by special arrangement between student and instructor. No record is kept of such courses.

### **Academic Probation**

When a student's cumulative graduate GPA falls below B (3.0) for grades earned in courses numbered 500 and above taken at Stony Brook, the student shall be placed on probation.

- If the student's overall GPA has been raised to B (3.0) by the end of the next semester of enrollment after being first notified of probation, the student will be returned to regular status.
- Students may be on probation for a maximum of two semesters.
- A student on academic probation who fails to achieve a 3.0 cumulative GPA by the end of the second semester on probation will usually not be permitted to re-enroll.
- A student who has changed a registered area of graduate studies may, upon the request of the new program, have their record treated as two separate records. The GPA for the new area of graduate studies may be calculated from the beginning of the semester in which the change became effective.
- A student enrolled part time who has accumulated six semester credits with a cumulative average below 3.0 will have two semesters, or six additional credits (whichever comes first) to bring their cumulative GPA to 3.0.
- An unreported grade or Incomplete is not calculated in determining the eligibility for academic probation.

Programs may have additional requirements as specified in program literature. Failure to meet these requirements may result in academic probation.

### **Standards of Academic Conduct**

The University expects all students to cooperate in developing and maintaining high standards of scholarship and conduct. Graduate students come under rules and regulations outlined in the Grievances and Appeals section of the online Graduate School Policy Manual, located at [www.grad.sunysb.edu/policies.shtml](http://www.grad.sunysb.edu/policies.shtml)

Students are expected to meet academic requirements outlined in this *Bulletin* and financial obligations as specified in "Financial and Residential Information" to remain in good standing. Certain non-academic rules and regulations must also be observed.

The University wishes to emphasize

the policy that all students are subject to the rules and regulations of the University currently in effect, or which, from time to time, are put into effect by appropriate authorities. Students, in accepting admission, indicate their willingness to subscribe to, and be governed by, these rules and regulations. They also acknowledge the right of the University to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate. University authorities will take action in accordance with due process.

### **Academic Honesty and Scholarly Misconduct**

Intellectual honesty is the cornerstone of all academic and scholarly work. Therefore, the University views any form of academic dishonesty as a serious matter. Detailed procedures for hearings and other functions at the judiciary processes are available in the Graduate School or in the Graduate School Policy Manual, which may be found at [www.grad.sunysb.edu](http://www.grad.sunysb.edu)

### **Appeals and Grievance Procedures**

A variety of appeals and grievance procedures are available. These complement other means to address and resolve concerns of graduate students, such as the Graduate Student Organization, Graduate Student Employees Union, the Graduate Student Advocate, and for graduate research assistants, the Research Foundation. Students encountering difficulties with program or Graduate School policy or procedure, or with faculty or staff, should discuss the problem with their advisors and their Graduate Program Directors whenever possible.

- The Graduate Program Director or program chair may refer a student's grievance to the Departmental Grievance Committee, which may not include anyone named in an individual grievance case.
- Grievances that either cannot be resolved or should not be reviewed at the department/program level may be brought to the Dean of the Graduate School. The Dean will consult as needed with the Graduate Council Appeals Committee.
- Grievances that involve allegations of scholarly misconduct must be adjudicated by the Office of the Vice President for Research.

Detailed procedures for the appeals and grievance process are available in the Graduate School or in the Graduate School Policy Manual, which can be found at [www.grad.sunysb.edu](http://www.grad.sunysb.edu)

### **Student Educational Records**

The Family Educational Rights and Privacy Act permits current or former students to inspect and review their educational records. Students are also accorded the right to a hearing to question the contents of their educational records. Written consent of students may be required before personally identifiable information about them will be released from their educational records as provided by law.

Specific guidelines and procedures are contained in the Policy Manual of the University, T-507, "Family Educational Rights and Privacy Act." A copy of this manual is available in the Reference Room of the Melville Library.

After administrative remedies available at the University have been exhausted, inquiries or complaints may be filed with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, DC 20201.

Applicants or students may waive their rights to inspect confidential letters or statements of recommendation.

### **Transcripts**

Students who wish to have Stony Brook transcripts forwarded to another institution or agency, or to themselves for their own use, must submit their requests at least two weeks before the transcripts are needed. Requests can be made via a student's SOLAR account, an online request form, mail, facsimile, or in person at the cashier window of the Bursar's Office. The fee for each transcript is \$5. Each request must include:

- Your name;
- Your social security number or student ID;
- Your current address and telephone numbers (both day and evening);
- Your degree date or term of last attendance;
- The exact address to which you want your transcript sent.

For the online request form, visit

<http://ws.cc.sunysb.edu/registrar/transreq.htm>. If making requests by mail, address a letter and mail payment to Transcripts, P.O. Box 619, Stony Brook, NY 11790-0619. Fax requests require a VISA, MC, or Discover card number and expiration, and your signature as approval to charge your credit card; send information to (631) 632-9318. For additional information, visit <http://ws.cc.sunysb.edu/registrar>

All financial obligations to the University must be satisfied before a transcript can be released. A request for a transcript must be made by the student. Students who have both an undergraduate and a graduate transcript and want only one of them sent should specify it in their request. Partial transcripts of either the undergraduate or graduate academic records are not issued.

### **Equivalent Opportunity/Religious Absences**

As students may be unable to attend classes on certain days because of religious beliefs, section 224-a of the Educational Law provides that:

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.
- Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No fees shall be charged by the institution for making available to the said student such equivalent opportunity.
- If classes, examinations, study, or work requirements are held on Friday

after 4:00 pm or Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

- It shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any students because of their availing themselves of the provisions of this section.
- Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
- As used in this section, the term “institution of higher education” shall mean schools under the control of the Board of Trustees of the State University of New York, the Board of Higher Education of the City of New York, or any community college.

## Academic Calendar

Stony Brook University operates on a semester system, with fall registration occurring during the last week of August. The fall semester usually starts the first week of September and finishes before December 25. The spring semester usually begins the last week of January and finishes the third week of May. The last week of each semester is devoted to final examinations. In addition to these two semesters, classes are offered during a January Winter Session term and two Summer Session terms.

A detailed academic calendar is prepared each year and is available at <http://ws.cc.sunysb.edu/registrar>

