



# ORANGE BOOK

**Master's Degree**

**2020-2021**

# Code of Student Conduct

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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 degree programs leading to the master's degree. 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](#) on the [School of Education web site](#).

The School of Education is composed of six 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.

## DEGREE REQUIREMENTS

1. All master's degree programs require a minimum of 30 credit hours. Many require more.
2. Liberal arts and content requirements. Students seeking a master's degree in initial teacher preparation programs may have a set of liberal arts and content-to-be-taught requirements that are part of the master's degree program. These are typically met through undergraduate courses, with many already completed at the time of entry. One of these requirements is the study of a language other than English (including ASL). For most programs, this requirement can be met by passing level three of the same language in high school or one appropriate college course (minimum three credits). Teaching English Language Learners students may not use high school course credit toward their 12 credits.
3. An intensive or comprehensive examination, thesis, portfolio, or other exit alternative is required to complete a master's programs.
4. There are additional required non-credit experiences (e.g., Safe and Healthy Learning Environments course or proof of existing New York State certification) for some degrees, particularly for programs involving professional certification or licensure.
5. Required Grade Point Average (GPA). A minimum GPA of 3.0 for courses in your program of study and a 2.8 GPA for all graduate courses taken at SU.
6. Time to Degree Completion. You must meet all requirements for the master's degree within seven years from the time you register for the first course to be used in your master's degree program. If you do not meet this requirement, you may petition your school/college for reinstatement of credits that were completed outside the seven-year time frame.

## PROCEDURES FOR THE MASTER'S DEGREE

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

1. Consult your faculty advisor and/or chair of your program area regarding degree requirements for the specific master's program that you intend to pursue.
2. File a master's program of study form of a minimum of 30 credits with the Office of Academic and Student Services. You, your faculty advisor and program area chairperson must sign the form.

The master's program of study form should be filed before the completion of 18 credit hours of study. The program of study must be filed prior to the completion of 12 credit hours of study if it contains transfer credit. An approved program of study must match courses listed on your official transcript. After it is approved by the senior assistant dean, you and your department will each receive a copy via e-mail. The original copy remains on file in the Office of Academic and Student Services to be monitored as you proceed with your program.

To change your program of study once it has been approved, you must refile an updated program of study form or submit a petition to the faculty form, signed by your advisor and your program area chairperson, to the Office of Academic and Student Services for approval by the senior assistant dean.

3. Discuss with your faculty advisor what options are available or required for your required master's culminating experience: intensive examination, portfolio, thesis, or other options that may or may not be possible for your program, and what these requirements entail. Except for the thesis option, these requirements generally carry no degree credit.

Intensive examinations are designed by your faculty advisor and/or other faculty in your program and are generally given once each semester. The examination itself carries no credit. Check examination dates with your faculty advisor.

- a. Check with your program before you enter your last semester to see if you need to file a [request form](#) for your exam, portfolio, or if only a verbal notification is required.

- b. You have three chances to pass an intensive examination. After the second failure, you must take six additional credit hours of course work, selected in consultation with your faculty advisor, before the third attempt. Rewrites or retakes of the exam can affect the actual conferral date of your degree.
- c. Your faculty advisor will send a results of exam/portfolio/thesis to the Office of Academic and Student Services.

A master's thesis (not available in all programs) usually constitutes three to six credit hours of the total credit hours for your degree. You will register for these credits using EDU 997. Your faculty advisor and a thesis committee, selected from faculty in your area, will assist you in developing, writing, and defending your research.

If you are conducting research involving human or animal subjects, you must file an application with the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (ACUC) and receive approval to conduct the study. The policies and forms for human or animal research may be found on the [Office of Research Integrity and Protections web site](#).

- 4. Check with your faculty advisor or department chair for any other graduation requirements that may be specific to your program, e.g., Safe and Healthy Learning Environments class or prior New York State teacher certification.
- 5. Check your transcript and your Degree Works audit for any issues, i.e., missing grades, transfer credits, program of study changes, etc.
- 6. A diploma request must be submitted no matter which exit requirement you are completing. The diploma request must be submitted online at [MySlice.syr.edu](#) before the beginning of your last semester.

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

## CONTINUOUS REGISTRATION REQUIREMENT

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

For the first four semesters during the coursework phase of a graduate degree, there is no fee to register for GRD 998 other than a student activity fee. You will be charged a \$500 fee plus the student activity fee when you register for the fifth semester of GRD 998 and beyond. This \$500 fee indicates continuing engagement in a graduate program; it recognizes the continuing use of faculty, staff, and institutional resources, even during periods when courses are not being taken. It is designed to encourage you to enroll in courses on a continuous basis so that you complete your degree program expeditiously. Finally, it maintains your active status in the program.

## 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.

## FULL-TIME AND PART-TIME STATUS

Syracuse University considers nine credits per term to be full-time study for graduate study. The New York State Education Department, based on New York State Education Law and the Regulations of the Education Commissioner, define full-time study to be 12 credits per semester for educational requirements for state academic awards and loans. The University's certification of a student's status is based solely on the criteria stated in this rule. Students who meet Syracuse University'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 nine credits but for at least 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:
  - studying for preliminary, qualifying, or comprehensive exams
  - studying for a language or tool requirement
  - actively working on a thesis or dissertation
  - doing an internship

If you think the third of these conditions applies to you, you should develop a plan with program faculty, and complete a [Full Time Certification Form](#) and must be registered for GRD 998 Degree in Progress.

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

Graduate students may register for a maximum of six 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 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.

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

## APPLYING FOR TEACHER CERTIFICATION

### NEW YORK STATE TEACHER CERTIFICATION

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

#### INSTITUTIONAL RECOMMENDATION

All master's programs leading to New York State certification at Syracuse University School of Education qualify as state-approved degree programs; therefore, Syracuse University School of Education can institutionally recommend you for certification when you have completed one of these programs. For programs that are registered as meeting the academic requirements for both initial and professional, institutional recommendations will be provided for both levels when the candidate completes the program and the institution confers the degree. 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.

Candidates are asked to apply for certification within two years of their degree award date. Syracuse University School of Education will provide an institutional recommendation for candidates up to five years after their degree award date. Requests past five years will be taken on a case-by-case basis and are contingent upon program title, program number, and NYSED regulations. Should NYSED regulations change before a candidate applies, the candidate will be held to the new standards.

- Students who complete a master's degree in an approved teacher preparation program at Syracuse University School of Education (which includes student teaching, a practicum, or an internship) are eligible for Syracuse University School of Education's institutional recommendation in that certification area.
- Students who are presently certified in New York State and complete a master's degree leading to a new initial certification in a new area are eligible for Syracuse University School of Education's institutional recommendation for the new certification title only. Students will need to apply directly to NYSED via the certificate progression or individual evaluation pathways in order to receive professional certification in the original certification area.

### **TRANSFER CREDIT (INCLUDES EXCERPTS FROM THE GRADUATE COURSE CATALOG ACADEMIC RULES SECTION)**

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 certified by the other institution as equivalent to a B or better; and
- that is an integral part of the degree program.

Transfer credit should be included on the master's program of study form in the transfer section, and 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 30 percent of credits counted toward a master's degree at Syracuse University may be transferred from another institution provided that the credits are an integral part of the degree program. Transfer credit can comprise no more than 50 percent of the doctoral coursework. This rule does not apply to dual degree programs and to degree programs that are offered jointly with another university.

### **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. Similarly, if the master's curriculum is in the same field as the doctoral degree, the credits for the master's degree may be counted in their entirety towards the doctoral degree.

*Exceptions:*

*Two 30-credit master's degrees will not be awarded for fewer than 51 credits (i.e. up to nine credits can be shared between the two master's degrees).*

*Three 30-credit master's degrees will not be awarded for fewer than 75 credits.*



## RESTRICTED GRADUATE CREDIT

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

## CONVERSION TO GRADUATE CREDIT

School of Education graduate students may apply by petition to have up to 9 credits (except for programs in the Higher Education department, which allow only 6 credits) of restricted graduate credit converted to graduate credit, if the student meets all of the following conditions:

- 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.

## TYPES OF CERTIFICATES ISSUED BY NEW YORK STATE

### INITIAL 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 undergraduate or graduate teacher preparation program.
- Requires [fingerprinting clearance](#).
- Must pass New York State teacher exams: Content Special Tests (CST), Educating All Students (EAS) and Education Teacher Performance Assessment (edTPA).

### PROFESSIONAL CERTIFICATION: PATHWAY - APPROVED TEACHER PREPARATION PROGRAM

- Must be earned before initial certificate expires.
- Requires completion of a master's degree.
- Requires completion of three years teaching experience (540 days over five years). Subbing in content area can count towards this time. Working as a teacher's assistant will not count towards this time. All experience must be verified by the school district.
- Your first year of teaching must include mentoring

*\*Current Students: View and book my available meeting times (all formats) through Handshake (Select School of Education/SOE from the list of Career Offices): <https://app.joinhandshake.com/appointments/new>*

Options for those with initial certification earned at the bachelor's level:

- Earn a master's degree leading to professional certification in area of initial certification.
- Earn a master's degree in a new certification area.
- Earn an unrelated master's degree, provided that 12 graduate credits are related to the initial certificate (as part of the master's or in addition to it), as specified by [NYSED](#).

Checklist of steps to file for New York State certification

- Successfully pass the required New York State teacher 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](#).
- 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.

### TIMELINE 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](mailto:soecareer@syr.edu)

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

## 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.](#)

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 at [SOEcareer@syr.edu](mailto:SOEcareer@syr.edu).

# SELECTED SYRACUSE UNIVERSITY AND SCHOOL OF EDUCATION POLICY STATEMENTS

## SCHOOL OF EDUCATION STUDENT GRADE APPEAL PROCESS

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

## ACADEMIC INTEGRITY POLICY

As a member of the School of Education and of the SU community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's 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 use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery or any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must take responsibility for understanding the nature of academic integrity. You can refer to 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.

## **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 the [Student Code of Conduct](#) and [Sanctions](#). Students should also consult the University's [Academic Integrity Policy](#).

### **USING COPYRIGHTED MATERIAL**

All students are expected to maintain and promote the highest standards of scholarly and intellectual integrity and honesty. As the author of a thesis/dissertation manuscript, you are responsible for certifying that the use (e.g. quotation, reproduction, etc.) of any previously copyrighted material appearing in your manuscript, beyond "fair use," is with the written permission of the copyright owner.

Section 107 of the Copyright Act of October 19, 1976 (effective January 1, 1978) discusses the concept of fair use. Consult [The Chicago Manual of Style](#) for an in-depth discussion. In general, excerpts in excess of 150 words, provided they do not constitute a major portion of the original work, are acceptable within the fair use doctrine. Please note that paraphrasing does not relieve you of the obligation to provide proper identification of source data.

Material contained in your thesis/dissertation that is protected by copyright must not only be properly acknowledged, but may be included only with the written permission of the copyright owner, unless its use comes within the doctrine of fair use.

## **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 SU's 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.

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

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 graduate school at SOE.

**Crystal Ross** • [cross@syr.edu](mailto: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.

**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*



**Syracuse University**  
**School of Education**

Office of Academic and Student Services

111 Waverly Avenue, Suite 230

Syracuse, NY 13244-2340

315-443-9319