

# Academic Policies and Procedures

## Academic Standing

### *Academic Credits*

The unit of academic credit at Cazenovia College is the semester credit. Each semester credit represents 825 minutes of classroom instruction. A three-credit course equals three hours per class per week for 15 weeks or a total of 41.25 hours of class. For studio or laboratory courses, the time in class, laboratory or studio is doubled.

Cazenovia College certifies to the state of New York that each semester credit awarded meets or exceeds the minimum amount of instructional time required. Full-time students are allowed to take between 12 and 18 credits per semester, fall and spring, for the set tuition rate.

### *Developmental credits*

Students may be required to take developmental courses (for example, EN 099 Language Arts or SM 099 Intermediate Algebra) to bring their academic skills up to college level. Credit equivalent courses (developmental courses numbered less than 100) count toward full-time status for financial aid eligibility but do not count as academic credit toward the degree. Students have the opportunity to make up academic credits through summer coursework. Ordinarily, students are expected to complete developmental coursework by the end of their second year of coursework. Students who have not completed developmental coursework by this time will be placed on academic probation regardless of their cumulative grade point average.

### *Academic Course Load*

Students must take a minimum of 12 credits to qualify for full-time status; however, it is recommended that students enroll in at least 15 credits per semester.

Students receiving financial aid must maintain full-time status at all times in order to remain eligible for aid. See pages 21-31 for more information on financial aid and credits.

Students must be full time, maintaining at least 12 credits, in order to live in the College residence halls. Students dropping below 12 credits during a semester forfeit their right to live in the residence halls. Special consideration may be given in consultation with the Vice President of Student Development.

In order to complete a baccalaureate degree, students should enroll in 15 academic credits (see below) per semester (30 academic credits for the year) if they expect to complete a baccalaureate degree in four years. Baccalaureate degrees require a minimum of 120 credits. Developmental courses, described above, do not count toward the 120 credits for graduation.

## Overloads

Students should discuss their credit loads with their academic advisers. Credits in excess of 18 will require the approval of the Vice President for Academic Affairs and will require additional tuition at the per credit rate (see financial services section for tuition and fees).

## Class Standing

Student class standing is dependent on the number of earned academic credits. This number influences financial aid eligibility as well as the courses that students are permitted to take.

Freshmen	0-29 credits completed
Sophomores	30-59 credits completed
Juniors	60-89 credits completed
Seniors	90 credits completed

Courses are offered on a 100 through 400 numerical basis.

Freshmen courses	100 - 199
Sophomore courses	200 - 299
Junior courses	300 - 399
Senior courses	400 - 499

Students may take courses one year higher than their class standing, for example, sophomores may take junior (300) level courses with appropriate preparation. Developmental courses that do not carry academic credit are numbered 090 - 099.

Students who do not accumulate academic credits toward graduation at an appropriate rate will receive an advisory letter from the Academic Affairs Office.

## Grades

Students receive a letter grade in each course taken.

Courses numbered 099 and 100D receive letter grades (“A”-“F”) but are not counted as credits toward the degree. However, 100D course grades are included in the grade point average.

All courses graded Pass on a Pass/Fail basis are certified to be a “C” grade or better. In all other courses, grades of “A” (outstanding), “B” (superior), “C” (satisfactory), “D” (deficient) or “F” (failing) are given. An instructor may add a plus or minus to indicate a student’s relative position. (There is no “A+” or “D-” grade.) An “I” indicates that the student will not receive a grade until the work is completed within a specified time period. “W” indicates withdrawal from a course; WP indicates withdrawal with a passing grade, WF withdrawal with a failing grade, and WV indicates a course waiver (see withdrawal from class section on page 55).

Each letter grade is assigned numerical quality points for the purpose of determining a student’s grade point average.

A.....	4.0	C+ .....	2.3	F .....	0.0
A-.....	3.7	C.....	2.0	I.....	0.0
B+.....	3.3	C-.....	1.7	W.....	0.0
B.....	3.0	D+ .....	1.3	WP/WF.....	0.0
B-.....	2.7	D .....	1.0	WV .....	0.0

These quality points are multiplied by the number of credits a course carries to determine the student’s total quality points. A three-credit course, for example, in which a student earns a grade of “C+”, earns 6.9 quality points. The grade point average is then determined by dividing the total number of quality points earned in all the courses by the total number of credits attempted. The following illustrates the process:

Course	Grade	Equivalent	Credits Attempted*	Credits Earned*	Quality Points
English	A	4.0	3	3	12.0
History	A-	3.7	3	3	11.1
Biology	C-	1.7	4	4	6.8
Art	D	1.0	3	3	3.0
Psychology	F	0.0	3	0	0.0
<b>Total</b>			16	13	32.9

When the total number of quality points (32.9) is divided by the total number of credits attempted (16), the grade point average is found to be 2.06.

*\*Credits for courses graded Pass/Fail or credit equivalent courses are not included. When an Incomplete is awarded, the grade point average will be calculated with the incomplete included. GPA will be recalculated when all course requirements have been satisfied.*

### ***Incomplete Grades***

When a student is prevented from completing the work of a course within the regularly scheduled term because of circumstances beyond his or her control, an “I” (incomplete) grade may be awarded. The instructor may give an extension of up to six weeks in the following term by submitting the appropriate completed form to the Registrar’s Office. If the student fails to complete the missing work during this extension period, a grade of “F” is automatically recorded.

### ***Grade Reports***

**Midterm grades.** Instructors submit a midterm grade report for all students. Copies of these reports are sent to the student and faculty adviser. Midterm grades are used to inform students about their progress. The midterm grade is not added to students’ performance in the second half of a semester to calculate a final grade.

**Final grades.** At the end of each semester, a report of final grades earned is sent to the student and adviser.

Students should not request grades from instructors or administrators, as College policy prohibits them from complying. Grades are not reported to anyone over the telephone.

### ***Good Academic Standing***

Students must maintain a 2.0 minimum cumulative grade point average (GPA) to be in good academic standing.

## **Probationary Standing and Academic Dismissal**

### ***Academic Probation***

A minimum cumulative grade point average consists of the student’s grade point average for all academic courses completed while attending Cazenovia College. In order to complete program and degree requirements for a bachelor’s degree, it is necessary to maintain a minimum cumulative grade point average of 2.0. Anytime a student falls below this minimum standard, he or she will be placed on probation and will receive a warning letter from the Vice President for Academic Affairs informing him or her of placement on probationary status. Probation indicates that students must improve their academic performance.

Students on academic probation will be restricted in their activities. They may be

prohibited from participating in clubs, athletics or other school activities; they may also be required to participate in Academic Learning Center programs.

### ***Dismissal***

Students are subject to dismissal if they fall below probationary standards. Students will be dismissed if their minimum cumulative grade point average is below:

<b>First Year</b>	<b>Credits</b>	<b>GPA</b>
End of Fall Term	6	1.5
End of Spring Term	15	1.7
<b>Second Year</b>		
End of Fall Term	24	1.8
End of Spring Term	36	2.0

Students are liable for dismissal at any point during their sophomore year if their minimum cumulative grade point average falls below 2.0.

NOTE: Students may lose eligibility for federal or state financial aid programs if their minimum cumulative grade point average falls below 2.0.

## **Requirements for Graduation**

**Graduation Requirements.** Only students who have successfully completed all general education and program requirements, including necessary academic credit hours and a cumulative grade point average of 2.0 or greater will be permitted to graduate. Completion of these requirements allows for participation in the graduation ceremony at Commencement.

The graduation requirements of the College, as published in the catalog in effect at the time of the student's initial enrollment, are those that must be met for completion of a degree program, assuming that the student is continuously enrolled until graduation. In the event that program requirements are amended during the student's enrollment, the student has the option of completing the requirements for either the original or the amended program.

### ***Academic Appeal of Grade***

A student with sufficient cause to file an academic appeal of a grade should initiate the process as defined on the College Web Page. The appeal must be made within 5 days of the end of the semester in which the grade is given.

### ***Academic Honesty***

Academic success calls for serious effort to progress intellectually. The academic measure of a college career is in the level of knowledge, skills and intellectual maturity achieved during completion of a degree program. One of the most important aspects of a successful college experience is maintaining academic honesty and integrity. Without a commitment to honesty and integrity students will not achieve true academic success.

Cazenovia College expects every student to maintain a firm commitment to academic honesty. Students are held responsible for acts such as plagiarism, cheating on assignments, or other forms of academic dishonesty. College faculty and the Office of Academic Affairs are responsible for maintaining standards of academic honesty. A comprehensive statement explaining the policies and procedures about academic dishonesty appears in the Student Code of Conduct. Students should familiarize themselves with these standards.

## **Alternative Approaches to Earning Credit or Fulfilling a Degree Requirement**

There are three ways, in addition to completing courses, in which students may earn credit or obtain a course waiver at Cazenovia College: (1) credit for professional experience, (2) credit by examination, and (3) challenge examination. A maximum of 30 credits toward the baccalaureate degree may be derived from any combination of these three options.

### ***Credit for Professional Experience***

A number of programs at the College offer credit for professional experience. Although specific requirements vary from program to program, in general, a student who has acquired knowledge through life and/or work experience may apply for credits toward a degree by demonstrating this knowledge by means of a portfolio developed for this purpose. The student submits the portfolio for review by the appropriate Program Director and a committee of program faculty. Following the review, the program faculty specifies the number of credits (if any) to be awarded to the student and how these credits meet program requirements. The Registrar will then apply the specified credits to the student's transcript.

Students interested in this option should contact the Registrar to obtain a listing of programs offering this option and a "Credit for Experience Application Form." Students should then contact the appropriate Program Director to receive the portfolio development guidelines. The per credit hour fee for credits awarded for professional experience is listed on page 39 of this catalog.

### ***Credit by Examination***

Students may also apply for credit by presenting results of examinations offered through CLEP (College Learning Examination Program), ACE (American Council on Education), LOMA (Life Office Management Association), PONSI (Program on Noncollegiate-Sponsored Instruction) or Advanced Placement (AP) Exams. These credits may satisfy prerequisite or lower division courses where appropriate. Information on minimally acceptable scores on these exams may be obtained from the Registrar's Office. Students must provide official transcripts of test results.

### ***Course Waivers by Challenge Examinations***

At the discretion of individual programs, students may arrange to take challenge examinations to demonstrate proficiency in lower level prerequisite courses. Students interested in this option should consult with their academic adviser and the Program Director responsible for the course they wish to challenge to determine if such an option is available. A student may challenge a course only once. The successful course challenge will appear on the student's transcript with a notation of WV. No credits are awarded. The fee for challenge examinations is listed on page 39 of this catalog.

## **Attendance**

All faculty have a stated policy on class attendance appearing on each course syllabus. The College holds that absences have consequences for students' grades. Those consequences are explained in each course syllabus. Absence from class may negatively affect grades. This occurs in two ways. Faculty attendance policies penalize students for excessive absence. Second, students who miss class also miss information and classroom interactions that lead to understanding of the course material.

Students are therefore responsible for the following:

1. Attending every meeting of every class. Students not in class are considered absent. Students who do not meet the attendance requirements in a given class may not

be able to complete that class successfully;

2. Knowing and following the attendance policy of each class they take;

3. Knowing there are no automatically “excused” absences for athletic events, field trips or any other reason. Students who face a conflict between class attendance and other needs (for example, illness, serious family crisis) must notify their faculty in advance. When advance notice is impossible, faculty must be contacted as soon as possible. There is no situation where the failure to contact professors is excusable. No one except the faculty member in charge of a class may excuse an absence; and

4. Scheduling appointments and other responsibilities so they do not conflict with classes.

Excessive absences from class are reported to the student’s adviser and the Office of Academic Affairs.

## Honors

### *Dean’s List*

Eligible full-time students are placed on the Dean’s List after the end of the fall semester in December and after the end of the spring semester in May. To be eligible, a student must earn at least 12 academic credits and achieve a semester grade point average of 3.5 or better for all courses attempted. No student can be on the Dean’s List with an I, F or WF for the semester.

### *All-College Honors Program*

The All-College Honors Program at Cazenovia College provides outstanding students in all majors (in the liberal arts and in the professional studies) a stimulating learning environment beyond that found in standard classroom coursework. The program helps to foster the student’s exceptional academic talents and intellectual curiosity.

Curriculum consists of three components:

- Honors courses within the general education core:
- Honors Seminars:
- Contract courses within the major:

Students should complete a minimum of 24 honors credits for an all-college honors degree.

**Admission to the Program.** The Honors Committee will make all admissions decisions.

**Graduating with All-College Honors.** To graduate with All-College Honors, students must earn 24 total hours of honors credit, and must graduate with at least a 3.5 GPA; both overall and in honors courses.

### *Honors at Commencement*

A student who has completed all degree requirements and has achieved a cumulative grade point average between 3.5 and 3.69 may, upon recommendation of the faculty, receive at graduation a degree *cum laude* (with honors). A student whose grade point average is between 3.7 and 3.89 receives the degree *magna cum laude* (with high honors). The degree *summa cum laude* (with highest honors) is awarded to a student whose average is 3.9 or above.

### *Honor Societies*

**Alpha Chi.** Cazenovia College is home to the New York Tau Chapter of Alpha Chi. The purpose of Alpha Chi, a coeducational society, is to promote academic excellence and exemplary character among college students, and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from

all academic disciplines. As a phrase from the society's constitution suggests, Alpha Chi seeks to find ways to assist students in "making scholarship effective for good."

Students are invited to join Alpha Chi in the spring of each year, and are inducted the following fall. Membership is restricted to students with full junior or senior standing, who are in the top 10 percent of the class, and who are carrying a 3.5 cumulative average or above.

**Alpha Delta Omega.** Alpha Delta Omega Honor Society is specifically for students in the Human Services program. The Alpha Rho Chapter of Cazenovia College recognizes academic excellence, encourages quality service delivery in the Human Services and promotes the empowerment of all individuals within the society.

Students may apply in the fall of the academic year for induction in the spring. In order to apply, students must be enrolled in the Human Services program, must have completed nine credits of Human Services courses, have a grade point average of 3.0, and a recommendation from the College.

**Alpha Lambda Delta.** Alpha Lambda Delta is a newly established honor society for first year students at Cazenovia College. Alpha Lambda Delta is the national freshman honor society founded in 1924 to honor excellent academic achievement by students in their first year of study in higher education, to promote continued high standards of learning and the development of meaningful goals for their roles in society. One of the most important goals of Alpha Lambda Delta is to be actively involved with the community.

The major requirement for membership is a 3.5 grade point average achieved during either the first term of the freshman year or for the first year overall. Members are inducted either in the spring term of their freshman year or at the beginning of their sophomore year.

## Independent Study

An independent study is intended to permit a student to engage in study of a field not covered by the curriculum or to engage in more in-depth study than a course may permit. An independent study is not intended to duplicate or overlap existing courses. On rare occasions, a student may be permitted to complete a regular course with supervision of a faculty member if a needed course is not offered, but a student needs such a course to make appropriate academic progress. Faculty are limited in the number of independent studies they are allowed to supervise in an academic semester.

Credits are variable, depending upon the nature and scope of the course.

Applications are available in the Office of the Registrar. Applications must be signed by the instructor, the appropriate Division Chair, and the Vice President for Academic Affairs prior to the beginning of the semester in which the course is to be completed. No registration for an independent study will be allowed unless the registration form is accompanied by a completed and signed application/contract form.

## Privacy Rights

Student records are maintained under the provisions of the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment or FERPA. The act seeks to protect the student's right to privacy by limiting access to records to those persons authorized by the student. Students desiring further information should contact the Registrar.

The College reserves the right to contact a student's parents (or a physician of the student's choice) when, in the opinion of the College, notification is necessary to protect the health, well-being or safety of that student or others.

## **Readmittance**

If a student withdraws, stops out or is dismissed and later returns to the College, the student is responsible for requirements in the catalog under which he or she is readmitted.

## **Registration Procedures**

### ***General Registration Procedure***

New students pre-register for classes during the summer orientation program that precedes their first full-time semester at Cazenovia College. Students also meet with their academic advisers during the orientation program immediately preceding the fall semester. Continuing students pre-register during the spring for the fall semester. Students who fail to pre-register may register on the first day of the fall or spring semester. Because course offerings may be fully enrolled as the semester starts, early registration during pre-registration is highly recommended. Students must be in good financial standing with the College in order to register.

Students attending Cazenovia College for the first time must have their final official high school transcript(s) and for transfer students, their college transcripts, on file in the Admissions Office before the start of their first semester.

### ***Audit***

A student might wish to audit a course out of a desire for personal enrichment, or to review a course previously completed in high school or at another college.

The Vice President for Academic Affairs may grant a student permission to audit a course. As an auditor, the student has the right to attend classes and participate in all of the activities of the class; there is no obligation to fulfill course requirements or to take examinations. Neither a grade nor credit is given for the course. (See Financial Services section for costs.)

### ***Change in Adviser***

The Registrar assigns advisers. A student may change his or her adviser by completing a change of adviser form obtained from the Office of the Registrar, with the signatures of both old and new advisers. This form must be returned to the Office of the Registrar and approved by the Registrar prior to an official change of adviser.

### ***Change in Classes (Drop/Add Procedures)***

During the Drop/Add period, usually the first week of classes, an adviser's approval must be obtained in writing in order to add or drop a course or to change from one course to another. Each form must be brought to the Registrar's Office for processing. A student may not add a course after the first week of classes (*see Withdrawal from Classes*).

### ***Withdrawal from Classes***

A student who withdraws after the first week of classes will have the enrollment and withdrawal entered on the transcript together with the notation "WP" (Withdraw Passing) or "WF" (Withdraw Failing), whichever the instructor reports as appropriate. Course withdrawals are not permitted after the Friday of the first full week following midterm exams. A student who stops attending without officially withdrawing will receive an "F" for the course.

### ***Change in Major***

A student may change his or her major by completing a change form obtained from the Office of the Registrar. This form must be signed by the student and his or her

adviser, then returned to the Registrar's Office and approved by the Registrar prior to an official change of major.

### ***Repeating a Course***

A student may repeat a course to obtain a better grade. In those cases where credit was earned, the higher grade earned is the only grade entered in the computation of the grade point average, but the original course listing and grade will remain as part of the academic transcript.

Students may repeat an "F" grade without jeopardizing their financial aid. Students who wish to repeat a course for which credit has been previously earned should check with the Financial Aid office to ensure that repeating the course does not jeopardize their financial aid eligibility.

## **Residency Requirements**

**Associate's degree programs:** A minimum of 30 academic credits must be earned in residence at Cazenovia College to receive a degree from Cazenovia College. At least half of these residence credits must include courses that satisfy the major program requirements.

**Bachelor's degree programs:** Cazenovia College requires that 45 credits of a Bachelor's Degree be earned through Cazenovia College. Such credits shall include the Senior Capstone course. Programs may require that specific courses be earned through Cazenovia College.

## **ROTC**

### ***Reserve Officer Training Corps United States Army and Air Force***

The Reserve Officer Training Corps program (see page 29) of the United States Army and Air Force is available to Cazenovia College students. This program is essentially four years in duration but may be completed in two or three years. Initial entry must be prior to the end of the sophomore year. This program leads to a commission as Second Lieutenant upon receipt of a baccalaureate degree.

The ROTC program and its component courses are available on the Syracuse University campus under the auspices of the Professor of Military Science, Syracuse University. Course descriptions and financial aid information are available through Syracuse University. Students must be able to provide their own transportation to the Syracuse University campus. Interested Cazenovia College students should contact the ROTC Offices in Archbold North at Syracuse University or call the Army ROTC office at 315.443.2462 or the Air Force ROTC at 315.443.2461.

## **Summer Courses**

Summer courses allow students an opportunity to take one or two courses during a five-week session following the end of the spring semester. Since courses are held during a shorter period of time, five weeks, students can enroll in only six credits. Internships done during the summer may be extended past the five-week session.

Summer coursework is outside of the academic year and is charged tuition in addition to fall and/or spring semesters.

## **Second Degrees**

Students may pursue a second degree with the approval of the Vice President for Academic Affairs.

Students seeking a second associate or baccalaureate degree must earn a minimum of 30 credit hours beyond the credit hours counted toward the previous degree. Students are expected to meet both the specific major requirements of the degree and any All-College requirements, even if this requires more than 30 academic credit hours. In addition:

- Students interested in pursuing a second degree must consult with the appropriate Program Director before taking courses applicable to that degree;
- At least 24 academic credit hours applicable to the second degree must be earned through Cazenovia College;
- If pursuit of the second degree follows continuously from the first degree (i.e. there is no break in residence between award of the first degree and work on the second degree), the student is obligated to meet all academic requirements in force in the year of beginning the second degree;
- Where there is substantial overlap in the major requirements of the two degrees (for example, 15 or fewer credit hours of unique work to complete the second major), the student must define with the appropriate Program Director the 30 academic credits of coursework necessary to earn the second degree; and
- If an internship is required in the second degree, it must be completed satisfactorily regardless of whether an internship was required for the first degree.

## **Transcripts**

Transcripts of grades are furnished to the student free of charge while in attendance at Cazenovia College. A fee for each transcript will be charged to all former students. Payment must be received with each request. All requests for transcripts must be made in writing to the Registrar. Transcripts will not be issued to any party without the written permission of the student. All financial obligations to Cazenovia College must be satisfied before a student or graduate will be issued a transcript.

## **Withdrawal from the College**

All students wishing to withdraw from the College must go through a formal withdrawal process. This process begins in the Office of Financial Aid. As there are consequences for withdrawal, students must see a representative of the Office of the Registrar, Business Office, the Vice President for Student Development, and the Vice President for Academic Affairs.