

SUNY POLY

Academic Advising Handbook



2022-23

Academic Advising Handbook- 2022-2023

Programs and Degrees	1
Undergraduate Academic Programs	1
Graduate Academic Programs	2
Dual Degrees.....	3
Second Major	3
Academic Minors.....	4
Credits.....	5
Transfer Credit.....	5
Credit by External Examination.....	6
Upper Division Credit Requirement	8
Residency Requirements.....	8
Test-out Policy	9
Course Requirements	9
General Education.....	11
SUNY Poly Liberal Arts & Sciences Degree Requirements	16
Natural Science Requirement.....	17
Writing Requirement	17
Physical Education/Recreation	17
Undergraduate Students Registering for Graduate Courses.....	17
Foreign Language Credit for General Education	17
Writing Requirement	17
Grading Policies.....	18
Academic Standing	18
Undergraduate Grading System.....	20
Graduate Grading System	21
Final Grade Reports	22
Policy for “F” Grades for Courses No Longer Available at SUNY Poly	22
Policy for “F” Grades after Re-matriculation	23
Undergraduate Honors.....	23
Graduation.....	23
Requirements for Graduation.....	23
Graduation with Incomplete Grades	24
Undergraduate Graduation Honors	24
Other	25
Certifying Official.....	25

Tuition Refund Policy	25
Exception to Academic Policies	26
Study Abroad	26
Forms	28
Academic Petition.....	28
Add Drop Form.....	27
Change of Program	27
Course Audit Registration.....	29
Dismissal Appeal	28
Graduation Application.....	28
Independent Study Authorization	28
Petition for Graduate Course(s)	30
Petition to Attend Commencement.....	29
Petition to Take Courses at Another College.....	29
Program of Study/Transfer Credit Revision	29
SUNY Cross-Registration Agreement	31
Study Abroad Petition.....	30
Withdrawal Form.....	32
DegreeWorks	31
DegreeWorks Facts.....	31
DegreeWorks Overview.....	32
Student Educational Planner Facts.....	34
Student Educational Planner Guide	36
Transfer Finder Facts	44
Transfer Finder Guide.....	45
Campus Offices.....	48

All of the information on page 1 of the table of contents of this Academic Advising Handbook has been taken from the 2022-2023 Undergraduate and Graduate Catalogs.

Questions? Please contact Michelle Kent-Landes -Director of Student Academic Success and Advising at 315-792-7312 or Brittany Hale- Assistant Registrar at 315-792-7267.

Created by:

Michelle Kent-Landes, Director of Student Academic Success and Advising

Brittany Hale- Associate Registrar

Katie Matt- College of Business Management Academic Advisor

Melissa Prest- Former College of Business Management Academic Advisor, Current Director of EOP and Multicultural Affairs

Programs and Degrees

Undergraduate Academic Programs

- Accounting
- Applied Mathematics
- Biology
- Business Administration BS
- Civil Engineering
- Civil Engineering Technology
- Communication and Media Design
- Community and Behavioral Health
- Computer and Information Sciences
 - Accelerated B.S./M.S. in Computer and Information Science
 - B.S. in Applied Computing
 - B.S. in Computer and Information Science
 - B.S. in Information Systems
 - B.S. in Network and Computer Security
- Computer Engineering Technology
- Electrical and Computer Engineering
- Electrical Engineering Technology
- Finance
- Health Information Management
- Interactive Media & Game Design (IMGD)
- Interdisciplinary Studies
- Mechanical Engineering
- Mechanical Engineering Technology
- Nanoscale Engineering
- Nanoscale Science
- Nursing
 - Accelerated RN to BS/MS with a major in Transformational Leadership
 - Accelerated RN to BS/MS with a Major in Family Nurse Practitioner
 - Accelerated RN to BS/MS with a Major in Nursing Education
 - Joint Articulation Partnership 1+2+1 Program of Study
 - RN to BS Nursing Program
- Psychology
- Sociology

Graduate Academic Programs

Major	Degree
Accountancy	MS
Accountancy Forensic Account and Valuation	CONC
Computer & Information Science	
Health Informatics	MS
Information Design & Technology	PhD
Medicine & Nanoscale Engineering	PhD
Medicine & Nanoscale Science	MS
Nanobioscience	PHD
Nanobioscience	MS
Nanoscale Engineering	PHD
Nanoscale Engineering	MS
Nanoscale Science	PhD
Nanoscale Science	MS
Network & Computer Security	MS
Nursing Education	MS
Technology Management	CONC
Tech Mgt/Human Resources Management	CONC
Tech Mgt/Health Informatics	CONC
Tech Mgt/Accounting & Finance	CONC
Tech Mgt/Marketing Management	CONC
Tech Mgt/Business Management	MS
Transformational Leadership in Nursing	MS

Certificate of Advanced Study

Computational Mathematical Modeling
Data Analysis
Family Nurse Practitioner
Forensic Accounting and Valuation
Nursing Education
Transformational Leadership in Nursing

Dual Degrees

1. A student possessing a baccalaureate degree from another institution may earn a second baccalaureate degree* from SUNY Poly by completing the specific degree requirements and the residency requirement. A student may satisfy both requirements simultaneously. Students will not be permitted to be matriculated at both SUNY Albany and SUNY Poly simultaneously.
2. A student may earn two baccalaureate degrees* from SUNY Poly. The student must satisfy all degree requirements for each program. A student wishing to complete more than one baccalaureate degree may transfer a different set of courses for each degree but in no case is a student allowed to transfer more than 94 credit hours for each degree. A student must complete at least an additional 30 resident credit hours beyond the requirements for the first degree for each additional degree earned.
3. A student possessing a master's degree from another institution may earn a second master's degree from SUNY Poly by completing the specific degree requirements and the college residency requirement.
4. A student may earn two master's degrees from SUNY Poly. The student must satisfy all degree requirements for each degree program. A student may use up to 9 credits from their first degree program, taken at SUNY Poly, to apply toward the second degree program (which also will apply toward the 27 hour per degree residency requirement). A minimum of 24 new credits are required for each 33 credit degree program. A minimum of 39 new credits are required for each 48 credit degree program. In programs with more than 9 credits of course overlap between degree requirements, all common courses will be counted toward fulfilling degree requirements but additional course work to reach the minimum new credits will be required. A student wishing to complete more than one master's degree may transfer a different set of courses from another institution for each degree.

** The New York State Education Department requires that: "The conferral of two baccalaureate or associate degrees should be reserved as a means of recognizing that a candidate has competencies in two essentially different areas. For example, if a person obtains a Bachelor of Arts in History, it would be entirely appropriate to confer on the student a Bachelor of Business Administration or a Bachelor of Fine Arts, for those degrees represent professional preparation discrete from the learning identified for the Bachelor of Arts. However, it would not be appropriate to confer two Bachelor of Arts for double majors, say in English and psychology, since multiple academic majors may be properly identified on the transcript. Nor would it be logical to award a Bachelor of Arts for a completed major in English and a Bachelor of Science for a concentration in chemistry. If the liberal arts content is sufficient, one degree for both fields would be appropriate, for at this time the distinction between a Bachelor of Arts and a Bachelor of Science in many instances is at best thin, if not completely lost." Memorandum to Chief Executive Officers of Higher Institutions No. 4, September 10, 1971.*

Second Major

By petition approved by both major academic unit and the Registrar's Office, a matriculated student may complete the requirements for a second major at SUNY Poly. The student continues as a matriculated student within the primary academic major; upon graduation the student must provide the Dean or chairperson of the second major with documentation that the requirements of the second major curriculum have been fulfilled. The second major is then listed only on the student's official transcript. Only majors are so recorded, not options.

Academic Minors

Matriculated students at SUNY Poly can obtain an academic minor in an area of study that is different from the area of the major and that has been approved by the Curriculum Committee and the Provost. Approved minors are described in the catalog. Application for an academic minor must be made through the department offering the minor by using a change of program form. A statement of successful completion of the minor will appear only on the student's transcript at the time of graduation.

The following additional criteria must be satisfied for approval of the minor:

1. The minor must consist of a minimum of 17 credit hours.
2. The minor must be in a different discipline from the student's major. "Different discipline" signifies a discipline other than the discipline comprising the majority of the courses in the student's academic major.
3. At least eight credit hours must consist of advanced level courses. "Advanced level" signifies courses beyond the entry-level sequence in the discipline; these courses normally carry prerequisites.
4. At least eight credit hours must be taken at SUNY Poly.
5. A student must maintain a minimum cumulative grade point average of 2.0 (average of "C") in the minor.

List of Minors:

Accounting	Marketing
Actuarial Mathematics Minor	Mathematics
Anthropology	Medical Sociology
Art and Creative Practice	Nanotechnology
Biology	Network and Computer Security
Business Management	Physics
Chemistry	Psychology
Communication and Information Design	Renewable Energy Technologies
Community and Behavioral Health	Sociology
Computer and Information Science	Technology and Culture
Creativity and Ethical Venturing	
Crime Analytics	
Criminal Justice	
Digital Imaging	
Engineering Science	
Entrepreneurship	
Ethics	
Evolutionary Behavioral Sciences	
Finance	
Game Design and Development	
Health Information Management	
Human Resources Management	
Humanitarian Engineering	
Humanitarian Engineering Technology	
Humanitarian Studies	
Interdisciplinary Inquiry and Problem Solving	
Information Systems	

Credits

Transfer Credit

It is the policy of SUNY Poly to accept only those transfer credits that are applicable to the student's degree requirements., – a 64 semester hour transfer of credit into a baccalaureate program requiring 124 hours indicates that the student will need to complete an additional 60 hours to finish the bachelor's degree. A minimum 2.0 cumulative grade point average must be maintained for all credit transferred. Courses for which transfer credit is allowed may not be repeated for credit at SUNY Poly. Total transfer of credits may not exceed 94 credit hours (141 quarter hours). SUNY Poly accepts transfer **credit** only. Transfer course grades and quality points earned at the transfer institution are not reflected in a student's grade point average. *The level at which credit is earned for a specific course (e.g. lower division or upper division) is retained when that credit is transferred to SUNY Polytechnic.*

Transfer of Credits Taken Prior to Matriculation

Students may transfer all applicable earned credit not to exceed 76 credit hours of lower division credit; however, this limit does not apply to credits brought into SUNY Poly by students transferring from UAlbany's CNSE colleges. Additional credit beyond 76 credit hours may be accepted from four-year institutions at the junior and senior levels if it is applicable to the student's degree program. Under no circumstances may the student transfer more than 76 credits of lower division coursework.

Graduate Students seeking transfer credit at the time of admission must provide official transcripts to the Graduate Admissions Office at SUNY Poly. Only graduate courses with a grade of A, A-, B+, or B and completed less than seven years prior to matriculation are transferable. Transfer credit will not be included in the computation of a graduate student's grade point average at SUNY Poly. A maximum of six hours of graduate work may be accepted for transfer credit by SUNY Poly, with the exception of the majors in Family Nurse Practitioner (MS) and Technology Management (MBA) which accept up to 12 credits, and Nursing Education (MS) which accepts up to 9 credits.

Transfer of Credits Taken After Matriculation

Matriculated students who wish to take coursework at another college and receive additional transfer credit must receive prior approval by filing a Petition to Take Courses at Another College in accord with the procedures of their academic unit and the Registrar's Office. Approval of transfer credit will be based on the applicability of the course towards the student's degree requirements, and successful completion of the course with a grade of "C" or better. Ordinarily, these courses shall be taken from four-year colleges, but under no circumstances may the student transfer more than 76 credits of lower division coursework. It is the student's responsibility to have an official transcript forwarded to the Registrar's Office for evaluation upon completion of the course.

Credit by External Examination

Credit is allowed for other types of educational experience when applicable to the student's degree requirements according to the following guidelines:

1. College Proficiency Examination Program (CPEP). Administered by the New York State Education Department, CPEP offers examinations in the arts and sciences, nursing, health, and teacher education.
2. College Level Examination Program (CLEP). The College Entrance Examination Board offers a national credit-by-examination program that includes general examinations in the humanities, social sciences, mathematics, natural sciences, English, composition, introductory accounting, and computer and data processing.
3. United States Armed Forces Institute (USAF/DANTES). The USAFI offers credit-by-examination in a variety of academic areas including the humanities, social sciences, and business administration.
4. Regents External Degree (RED). The Board of Regents of the University of the State of New York offers various programs in which students can demonstrate successful subject area competencies by examination.
5. International Baccalaureate. In accepting this credit, SUNY Poly apportsions credit earned through this program toward the student's general education and, where applicable, major degree requirements.

Advance Placement and the International Baccalaureate Diploma Program

Administered by the College Entrance Examination Board, Advanced Placement (AP) credit may be awarded for courses taken in high school dependent upon the scores achieved. Certain academic programs may not accept AP credit for specific requirements. Students should check with the program faculty to determine how AP credit will be applied in that program. Students should send an official copy of their scores directly to the Admissions Office. AP credit cannot be used to fulfill SUNY Poly's requirement for the satisfactory completion of one upper-division writing course. In addition, AP credits in biology, chemistry, environmental science or physics will only fulfill the SUNY Poly's requirement for the satisfactory completion of one laboratory course in the physical sciences when a score of 4 or 5 has been achieved on any of the four AP examinations. Below is a listing of AP examinations and acceptable scores:

AP EXAM	SCORE	CREDIT	GRANTED	GEN. ED. CATEGORY	SUNY POLY EQUIVALENT
Art History	3, 4, 5	4cr		Arts	NA
Biology	3	4cr		Natural Science	BIO 101
Biology	4	4cr		Natural Science	BIO 103
Biology	5	8cr		Natural Science	BIO 103 & BIO 104
Calculus (AB)	3	4cr		Mathematics	MAT 121 or MAT 112
(AB)	4, 5	4cr		Mathematics	MAT 151
(BC)	3	4cr		Mathematics	MAT 151
(BC)	4, 5	8cr		Mathematics	MAT 151 & MAT 152
Chemistry	3	4cr		Natural Science	NA
Chemistry	4, 5	4cr		Natural Science	CHE 110
Computer Science (A)	3, 4, 5	4cr		NA	CSC 301J
Computer Science (AB)	3, 4, 5	4cr		NA	CSC 301J
Economics (Micro)	3, 4, 5	4cr		Social Sciences	ECO 110

Economics (Macro)	3, 4, 5	4cr	NA	ECO 112
				ENG 101
ENG.(Lang.&Comp.)	3, 4, 5	4cr	Basic Communication	
ENG.(Lit.&Comp.)	3, 4, 5	4cr	Humanities	NA
Environmental Sci.	3	3cr	Natural Science	NA
	4, 5	4cr	Natural Science	BIO 106
European History	3, 4, 5	4cr	Western Civilization	HIS 150
French (Language)	3, 4, 5	4cr	Foreign Language	FRE 101
French (Lit)	3, 4, 5	4cr	Foreign Language	NA
German	3, 4, 5	4cr	Foreign Language	NA
Govt&Politics (Comp)	3, 4, 5	4cr	Social Sciences	POS 330
(US)	3, 4, 5	4cr	Social Sciences	POS 110
Human Geography	3, 4, 5	4cr	Social Sciences	NA
Latin (Literature)	3, 4, 5	4cr	Foreign Language	NA
(Virgil)	3, 4, 5	4cr	Foreign Language	NA
Music Theory	3, 4, 5	4cr	Arts	NA
Physics 1	3	3cr	Natural Science (non-lab)	NA
	4, 5	4cr	Natural Science (lab)	PHY 101
Physics 2	3	3cr	Natural Science (non-lab)	NA
	4, 5	4cr	Natural Science (lab)	PHY 102
(C-Elect&Mag)	3	3cr	Natural Science (non-lab)	NA
	4	4cr	Natural Science (lab)	PHY 102
	5	4cr	Natural Science (lab)	PHY 102 or PHY 202
(C-Mechanics)	3	3cr	Natural Science (non-lab)	NA
	4	4cr	Natural Science (lab)	PHY 101
	5	4cr	Natural Science (lab)	PHY 101 or PHY 201
Psychology	3, 4, 5	3cr	Social Sciences	PSY 100
Spanish (Language)	3, 4, 5	4cr	Foreign Language	SPA 101
Spanish (Lit)	3, 4, 5	4cr	Foreign Language	NA
Statistics	3, 4, 5	4cr	Mathematics	STA 100
Studio Art (Drawing)	3, 4, 5	4cr	Arts	ART 135
(2-D Design)	3, 4, 5	4cr	Arts	ART 110
(3-D Design)	3, 4, 5	4cr	Arts	NA
U.S. History	3, 4, 5	4cr	American History	HIS 101 & HIS 102
World History	3, 4, 5	4cr	Other World Civilizations	NA

Explanations:

1. NA – SUNY Poly does not have an equivalent course. The AP credit is given, but it does not preclude student from taking any SUNY Poly course.
2. (*) If credit is received for PHY 101 and/or PHY 102 then PHY 201 and/or PHY 202 cannot be taken for additional credit. (see PHY 201 and PHY 202 in the catalog).

International Baccalaureate Credit

Offered both overseas and through some high schools in the United States, the International Baccalaureate Diploma Program leads to a diploma or certificates of examination. Students should send an official copy of their IB transcript directly to the Admissions Office. Transfer credit may be earned for IB courses subject to the following conditions:

- Individual IB courses will be evaluated by faculty in the respective discipline who will determine the standard needed to be achieved, the number of credits to be awarded, the equivalent SUNY Polytechnic Institute course(s) for which credit is granted if appropriate, and the degree and/or program requirement(s) that the transferred credit satisfies if appropriate.
- Completion of individual courses at the Higher Level with an IB test score of 4-7 may earn between 3-9 credits based upon review by the relevant faculty.
- Completion of individual courses at the Standard Level with an IB test score of 6-7 may earn between 3-4 credits upon review by the relevant faculty. Credit for SL level courses will only be awarded to students who have completed an IB Diploma.
- Certain academic programs may not accept IB credit as meeting specific requirements. Students should check with the program faculty to determine how IB credit will be applied in that program.
- IB courses cannot be used to fulfill SUNY Polytechnic's Upper Division Writing Requirement.

Effect of Transfer Credits

Credits awarded under afore mentioned regulations have no effect upon the computation of the student's grade point average. Students who receive failing grades at SUNY Poly and then transfer in credit from an equivalent course will not have failing grades excluded from GPA calculation at SUNY Poly.

Upper Division Credit Requirement

Students must accrue a minimum of 30 upper division credits of which at least 12 credits in residence must be in the major. Individual programs may require a higher minimum of upper division credit.

Residency Requirements

SUNY Poly maintains a minimum residency requirement of 30 semester hours, of which a minimum of 12 semester hours must be in the major. Credits in residence include credits taken at SUNY Poly. Consult your program description for any additional specific residency requirements.

Students in graduate degree programs must complete at least 27 semester hours of graduate credit in residence at SUNY Poly. It should be noted that bridge coursework required for the computer science program cannot be applied to this requirement.

Test-out Policy

As a matter of policy, SUNY Poly allows students to establish credit for coursework on the basis of activities other than normal class attendance. Each academic unit establishes its own policy for testing out, observing the following guidelines:

- The basis for establishing credit must be explicitly formulated and approved in advance by the divisional faculty, the chairperson, the Dean and the Provost. A copy must be on file in the Registrar's Office.
- Credit established under this policy must be used to satisfy degree requirements and must not extend the total number of credit hours required for graduation.
- No more than 12 credit hours can be established under this policy.
- A grade of EX will be assigned for each course to students establishing credit under this policy. EX grades are not counted when calculating the student's GPA. Refer to Undergraduate Grading System.
- Regular tuition will be charged for each course requirement satisfied under this policy.
- Credits earned through this procedure may not be applied toward the 30 semester hour residence requirement.
- A student may have the opportunity to test-out of a particular course only once.

Students wishing to test-out must contact the school/department offering the specific course to determine if a test is available and, if so, must register for the course no later than the last day to add a course for a term. The test must be administered no later than the beginning of the term so that the student may change their class schedule, depending on the results of the test, during the add/drop period. Students who pass the test must remain registered in the class to receive credit for the course. Students who do not pass may choose to remain registered and complete the course in the normal manner or may choose other course options.

Course Requirements

1. *Class Attendance.* Each student is expected to attend class regularly in order to achieve the maximum benefit from educational activities. The student is responsible for all classwork missed, regardless of the reasons for absence. Each instructor sets the standards of performance to be met by each student for each course in keeping with the standards and policies of SUNY and the institution, college, or academic unit. Expected performance is defined at the beginning of the course. The student's performance in relation to the established standards shall determine the student's grade in a course.
2. *Time Requirement for Courses.* It is the policy of SUNY Poly for all courses offered to conform to the New York State Education Regulations requiring at least 15 hours of instruction and at least 30 hours of supplementary assignments for each semester credit hour awarded in lecture/discussion courses. For example, a four credit course requires at least four hours of instruction plus supplementary assignments requiring at least eight additional hours each week for the 15-week semester. Courses involving laboratories, independent studies, tutorials, or practicum experiences are required to have some combination of instruction, laboratory work, and/or supplementary assignments equaling at least 45 hours for each credit awarded
3. *Repeating Courses.* A student may repeat any course in which he or she has received a grade of "F." Since no credit is earned for a course in which a grade of "F" has been received, the student must make up the credit deficiency. If a failed course is specifically required for the student's academic program, the student must repeat the course. A student may repeat any course in which he or she has received a "D" or better with the approval of the advisor, instructor, and Dean of the college offering the course. While the student receives credit for only one course attempt toward completion of the degree or

program, both grades remain on his or her record; only the higher grade is used in computing the student's cumulative GPA.

4. *Course Substitutions.* The Dean of the college offering the undergraduate student's program may allow substitutions for a particular credit course required in a program or curriculum. The student's advisor must formally recommend the substitution as part of the petition for waiver.

For graduate students the academic unit chairperson may allow substitutions for a particular credit course required in a program or curriculum. The student's advisor must formally recommend the substitution as part of the academic petition.

5. *Independent Study.* Independent study projects are designed to provide matriculated students with the opportunity for a learning experience in a specific area of knowledge not provided by regular courses at SUNY Poly. They are not to be used in lieu of courses listed in the general catalog, nor are they to be considered guaranteed offerings; they are available to the student as facilities, faculty, time, and interest permit. Within these guidelines each academic unit defines its concept of independent study. Responsibility for planning, conducting, and reporting on an independent study project rests with the student. However, students are to seek the assistance of a faculty member in developing proposals. The student must submit a proposal to the faculty member specifying educational goals, proposed methods of evaluation, duration of the project, and the number of credit hours. The completed proposal is reviewed by the chairperson of the subject area. *Registration for independent study can only occur after the proposal has been approved by that chairperson.* Independent study courses cannot be added after the normal add date for the semester. A copy of the proposal must be filed with the Registrar when registering for the course. At the end of the study period, the faculty member will receive documentation of the results, assign an appropriate grade, and forward the grade with an abstract to the registrar. No more than eight (8) credit hours toward the undergraduate degree may be taken as independent study at SUNY Poly.
6. *Auditing Courses.* Students must complete a Course Audit Registration Form for a course to be taken for audit. The form must be signed by the instructor of the course and the chairperson of the academic unit or Dean within which the course is offered. Students taking courses for audit may submit a Course Audit Form beginning the first day of classes but no later than the last day to add classes. Tuition and fees are not charged for audited courses and there will be no notation of these courses on the SUNY Poly transcript. NOTE: online and hybrid courses cannot be audited.
7. *Adding or Dropping a Course.* A student may add or drop a course, without academic record, by completing the appropriate forms available in the Registrar's Office and obtaining the required approvals (refer to the comprehensive academic calendar for appropriate dates). During the third through tenth week of the semester, any student dropping a course receives a "W" grade. After the tenth week of class, a letter grade A-F is assigned, or, for a course graded S/U, an S or U is assigned.
8. *Section Changes.* Change of section is accomplished by the use of an add/drop form.
9. *Students Unable to Register or Attend Classes on Certain Days Because of Religious Beliefs.* The SUNY policy on attendance in class states: No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that the student is unable, because of religious beliefs, to register or 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 shall, because of such absence on the 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 which the student may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said student such equivalent opportunity. If registration, classes,

examinations, study, or work requirements or opportunity to register are held on Friday after four o'clock post meridian, or on Saturday, similar, or make-up 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. In effectuating the provisions of this section, 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 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 officials 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 the student's rights under this section.

General Education

SUNY Poly is dedicated to the idea that a baccalaureate degree should not only prepare students to enter the work force, but also to take part fully in today's society. SUNY Poly strongly believes that its graduates should be aware of life's complex nature in the 21st century. They should have sufficient understanding of the present major issues and problems, so they may make informed choices in politics, in professional pursuits, and in personal endeavors.

To help achieve this, SUNY Poly encourages its students to create three major areas of thinking within themselves. The first is an appreciation of the scientific method and the scope of scientific achievement. The second is a familiarity with the diverse traditions, institutions, and cultural expressions of our modern world. The third is an understanding of each person as an emotional, ethical, rational, and creative being. Since our age is marked by rapid change and specialization, SUNY Poly recognizes the compelling need of its students to think so they can easily see the connections that do exist among the distinctive actions of the people and world around us. Each program of study at SUNY Poly has adapted its curriculum to help students achieve this type of comprehensive education.

SUNY Poly, as a member of the larger SUNY system, has adopted the SUNY General Education Plan which requires that every student complete a minimum of 30 credit hours of approved General Education courses in categories as follows: mandated for all students is one Mathematics course and one Basic Communication course; in addition, students must take at least one course in each of FIVE of the remaining Eight categories. Please consult the list below for SUNY approved courses meeting these categories. You may also review the "Notes" which accompany the catalog course descriptions and schedule information for each course to verify the designations.

SUNY General Education Categories

The following list of SUNY Poly arts & sciences courses fulfill SUNY general education requirements as noted below.

Mathematics

- MAT 111 College Mathematics
- MAT 112 Elements of Calculus
- MAT 115 Finite Mathematics for Computer Science
- MAT 120 Precalculus
- MAT 121 Calculus for Engineering Technology I

- MAT 430 Number Theory and its Application
- MAT 151 Calculus I
- STA 100 Statistical Methods

Basic Communication

- ENG 101 Freshman Composition
- ENG 105 Critical Reading & Writing
- N ENG 390 Capstone Research I
- N ENG 490 Capstone Research II
- N ENG 492 Capstone Research III. Team Research and Final Report
- N ENG 493 Capstone Research III. Team Research and Final Report (Honors)
- N SCI 390 Capstone Research I
- N SCI 490 Capstone Research II
- N SCI 492 Capstone Research III. Team Research and Final Report
- N SCI 493 Capstone Research III. Team Research and Final Report (Honors)

Natural Sciences

- AST 222 Astronomy
- BIO 101T/BIO 101L Introduction to Biology
- BIO 103T/BIO 103L Biology I
- BIO 105 Introduction to Ecology
- BIO 106 Solutions for a Sustainable World
- BIO 122 Insects and Society
- BIO 130T/BIO 130L Plant Biology
- BIO 145 Biology of Dinosaurs
- BIO 215T/BIO 215L Anatomy & Physiology I
- BIO 216T/BIO 216L Anatomy & Physiology II
- BIO 222 Nutrition and Health
- BIO 224 Biology of Aging
- BIO 225 Biology of the Sexes
- BIO 241T/241L Forensic Biology
- BIO 250 Medical Genetics
- BIO 351 Introduction to Genetics
- CHE 110T/CHE 110L Essentials of Chemistry
- ENV 115 Introduction to Physical Geology
- ENV 210 Weather and Climate
- NENG 101 Nanotechnology Survey
- NENG 114/NENG 115 Chemical Principles of Nanoscale Science and Engineering I
- NENG 116/NENG 117 Chemical Principles of Nanoscale Science and Engineering II
- NENG 126/NENG 127 Physical Principles of Nanoscale Science and Engineering I
- NENG 128/NENG 129 Principles of Nanoscale Science and Engineering II
- NENG 140/NENG 141 Principles of Nanoscale Science and Engineering III
- NNSE 239 Between Object and Image*
- NSCI 101 Nanotechnology Survey
- NSCI 114/NSCI 115 Chemical Principles of Nanoscale Science and Engineering I
- NSCI 116/NSCI 117 Chemical Principles of Nanoscale Science and Engineering II
- NSCI 126/NSCI 127 Physical Principles of Nanoscale Science and Engineering I

- NSCI 128/NSCI 129 Principles of Nanoscale Science and Engineering II
- NSCI 140/NSCI 141 Principles of Nanoscale Science and Engineering III
- PHY 101T/PHY 101L General Physics I
- PHY 102T/PHY 102L General Physics II Theory
- PHY 201T/PHY 201L Calculus Based Physics I
- PHY 202T/PHY 202L Calculus Based Physics II Theory

Social Sciences

- ANT 101 General Anthropology
- ANT 110 Introduction to Cultural Anthropology
- ANT 302 Biological Anthropology: Contemporary Issues
- ANT 303 Cultural Diversity
- BIO 106 Solutions for a Sustainable World
- COM 262 Online Politics
- ECO 110 Microeconomics
- ECO 330 Economics of Aging
- NENG 102 Societal Impacts of Nanotechnology
- NENG 103 Economic Impacts of Nanotechnology
- NENG 104 Disruptive Nanotechnologies
- NSCI 102 Societal Impacts of Nanotechnology
- NSCI 103 Economic Impacts of Nanotechnology
- NSCI 104 Disruptive Nanotechnologies
- POS 110 American Public Policy
- POS 252 The Politics of Life and Death
- POS 262 Online Politics
- POS 321 State and Local Government
- POS 330 World Politics
- POS 340 Elections and Political Behavior
- POS 341 American Politics and Communication Technology
- POS 342 Constitutional Law
- PSY 100 Principles of Psychology
- SOC 100 Introduction to Sociology
- SOC 110 Social Problems
- STS 360 Science, Technology, and Politics

American History

For all Students:

- HIS 101 American History: Colonies to Reconstruction
- HIS 102 American History: Reconstruction to the Present
- HIS 304 Technology in American History
- HIS 330 American Women's History
- IDS 304 Technology in American History

For Students Scoring Above 84 on NYS Regents in

- HIS 308 Latinos in American History

Western Civilization

- HIS 150 History of Modern Europe
- HIS 306 History of Science and Technology
- HIS 317 Topics in Black History
- HIS 360 Environmental History
- HIS 370 Western Civilization and the World
- HIS 375 Gender Issues in World History
- HUM 220 Introduction to Social Political Thought
- IDS 201 Perspectives on Knowledge
- IDS 303 The Body in Western Thought and Culture
- IDS 306 Science and Technology in World History
- IDS 375 Gender Issues in World History
- IDS 400 Prominent Themes in Western Civilization Since the Renaissance
- IDS 401 Contemporary World Views
- PHI 101 Introduction to Philosophy
- PHI 201 Ethical Theories and Problems

Other World Civilizations

- ENG 211 Art & Cultural Revolution
- HIS 306 History of Science and Technology
- HIS 240 Latin American Civilizations
- HIS 370 Western Civilization and the World
- HIS 375 Gender Issues in World History
- IDS 102 Nature and Culture
- IDS 204 Foundations of Global Studies
- IDS 306 Science and Technology in World History
- IDS 375 Gender Issues in World History
- PHI 120 Intro to Asian Philosophy
- PHI 130 World Religions
- PHI 220 Buddhist Philosophy

Humanities**

- ART 350 History of American Art
- COM 216 Digital Media/Info in Society
- COM 315 Theater and Communication
- COM 316 Media and Communication
- ENG 110 Introduction to Literature
- ENG 211 Art & Cultural Revolution
- ENG 310 Topics in American Literature
- ENG 311 Topics in World Literature
- ENG 312 Studies in the Short Story
- ENG 320 Recent American Poetry
- ENG 331 Black Voices

- ENG 350 Dramatic Literature
- ENG 360 Reading the Film
- ENG 361 Film Direction: Alfred Hitchcock
- ENG 362 Aging in Literature and Film
- ENG 375 The Novel
- HIS 150 History of Modern Europe
- HIS 306 History of Science and Technology
- HIS 307 History of Science and Technology Since Newton
- HIS 317 Topics in Black History
- HUM 110 Humanities and Postmodern World
- IDS 101 Perspectives on Knowledge
- IDS 103 Science, Technology, and Human Values
- IDS 204 Understanding Human Nature
- IDS 301 Monsters, Robots, Cyborgs
- IDS 302 Postmodernism and Popular Culture
- IDS 306 Science and Technology in World History
- IDS 311 Humor and Comedy in Society
- NNSE 239 Between Object and Image*
- PHI 103 Moral Problems
- PHI 201 Ethical Theories and Problems
- PHI 350 Technology and Ethics
- PHI 360 Environment Philosophy and Technology
- PHI 361 Climate Change Ethics
- STS 301 Monsters, Robots, Cyborgs
- HUM 110 Humanities and Postmodern World
- IDS 101 Perspectives on Knowledge
- IDS 103 Science, Technology, and Human Values
- IDS 204 Understanding Human Nature
- IDS 301 Monsters, Robots, Cyborgs
- IDS 302 Postmodernism and Popular Culture
- IDS 311 Humor and Comedy in Society
- NNSE 239 Between Object and Image *
- PHI 201 Ethical Theories and Problems
- PHI 350 Technology and Ethics
- PHI 360 Environment Philosophy and Technology
- STS 301 Monsters, Robots, Cyborgs

*** Courses listed under the Humanities requirement can ONLY be used to fulfill the Humanities requirement and cannot be double counted.*

NOTE: Students who matriculated from Fall 2003 and prior to Fall 2014 will retain the option of being grandfathered under the original method of bundling IDS classes to count for multiple General Education categories. A package of three courses (IDS 102, IDS 103, IDS 201) were originally approved to meet SUNY-GER Humanities, Western Civilization, Other World Civilizations, and Arts categories. The previous method of packaging these courses to meet multiple SUNY-GER categories will be discontinued for new students. Starting Fall 2014, these courses have been approved to meet single categories as indicated in the above list.

The Arts

- ART 110 Principles of Two Dimensional Design
- ART 120 Studio Art: Visual and/or Performing
- ART 135 Drawing
- ART 140 Painting-Technique and Style
- ART 341 Painting II-Technique and Style
- ART 350 History of American Art
- COM 112 Digital Photography and Imaging
- COM 315 Theater and Communication
- ENG 205 Creative Writing
- IDS 220 Creativity and Culture
- IDS 335 Art and Technology
- MUS 300 Music Appreciation
- MUS 301 SUNY Jazz
- MUS 302 Choral Performance
- NNSE 239 Between Object and Image*
- THR 300 Theater Production

Foreign Language

- CHI 101 Elementary Chinese
- FRE 101 Elementary French
- JPN 101 Elementary Japanese
- SPA 101 Elementary Spanish
- SPA 102 Intermediate Spanish

**NNSE 239 was approved by SUNY to meet either of the following sets of General Education requirements: Arts and Natural Science OR Humanities and Natural Science.*

SUNY Poly Liberal Arts & Sciences Degree Requirements

In addition to the SUNY General Education requirement, the New York State Education Department (SED) requires that every college degree program include a specific number of credit hours in the Liberal Arts & Sciences. As approved by the SED, SUNY Poly's degree programs have the following Liberal Arts & Sciences credit hour requirements:

- 40 credit hours of Liberal Arts & Sciences for a Bachelor of Professional Studies (BPS)
- 60 credit hours of Liberal Arts & Sciences for a Bachelor of Science (BS) and Bachelor of Business Administration (BBA)
- 90 credit hours of Liberal Arts & Sciences for a Bachelor of Arts (BA)

*Please see undergraduate catalog for specific program requirements

SUNY Poly Campus Liberal Arts & Sciences Degree Requirements

As an Institute of Technology, SUNY Poly values the role of Natural Science as an enrichment of our curriculum and understands the importance of good communication skills in any field. For these reasons, SUNY Poly has implemented two local requirements as follows:

Natural Science Requirement

Each undergraduate student must successfully complete a Natural Science course of 3(or more) credits in order to complete their program of study at the Institute.

Writing Requirement

Based upon the recommendation of the President's Blue Ribbon Panel on Basic Skills (1984), SUNY Poly adopted a campus Writing Requirement. To meet this requirement:

Each student must successfully complete ENG 101 "English Composition" and at least ONE upper division writing course (e.g. COM 306, COM 307, COM 308, COM 311, COM 340, COM 350, COM 400) to ensure a professional level of writing competency.

NOTE: There may be overlap between courses meeting the SUNY General Education Requirements, Liberal Arts/Sciences Requirements, and some Program Core Requirements but a student may receive course credits only once even if multiple requirements are satisfied by a single course.

Physical Education/Recreation

All SUNY Poly bachelor's degree programs will allow a maximum of four credit hours (transfer and institutional) for courses in the areas of Physical Education and/or Recreation. These credit hours may only be applied as Open Electives towards completion of degree requirements. Individual academic programs may include additional restrictions.

Undergraduate Students Registering for Graduate Courses

Matriculated Undergraduate Students in accelerated BS/MS programs see Undergraduate Academic Catalog.

For Graduate Credit

Undergraduate students looking to register for a graduate course to earn graduate credit must complete a Petition for Graduate Courses. This is for students who are enrolled in their final semester needing less than full-time credits hours to graduate. A minimum cumulative GPA of 3.2 in the degree and a 3.0 for all coursework at SUNY Poly is required. Granting graduate credit is contingent upon successful completion of all concurrent undergraduate degree requirements. A maximum of 6 credits is allowed.

For Undergraduate Credit

Undergraduate students looking to register for a graduate course to earn undergraduate credit must complete a Petition for Graduate Courses. This is for students who have completed the equivalent of one full-time semester at SUNY Poly. A minimum GPA of 3.2 for all coursework at SUNY Poly is required. A maximum of 6 credits is allowed. Note: the course or courses will appear on the student's undergraduate transcript and may not be used for graduate credit at a later date.

Foreign Language Credit for General Education

Credit for the SUNY Poly General Education Foreign Language Requirement may be issued to students who have done one of the following:

1. Satisfactorily completed a one-semester FL course at SUNY Poly;
2. Satisfactorily completed and transferred a college-level FL course from another institution (upon receipt of official transcript);
3. Earned a score of 3 or higher on FL AP exam (upon receipt of AP scores).

Writing Requirement

Based upon the recommendation of the President's Blue Ribbon Panel on Basic Skills (1984), the College of Arts and Sciences, College of Engineering, and the College of Health Services and Management adopted the following writing requirement:

Each student must successfully complete ENG 101, "English Composition" and at least ONE upper division writing course (please reference the undergraduate course catalog for specific requirements) to ensure a professional level of writing competency.

In Colleges of Nanoscale Science and Engineering lower level writing is embedded in freshman coursework, and upper level writing is embedded in capstone.

Grading Policies

Academic Standing

1. *Matriculated Student:* Any student who has followed the standard SUNY admission policies for entrance to *SUNY Poly* and is formally enrolled in an established program leading to a degree at *SUNY Poly*. A student who discontinues enrollment for more than one year will lose status as a matriculated student and must apply for readmission. A student who withdraws from classes during a semester must apply for readmission.
2. *Full-Time Matriculated Student:* Any undergraduate matriculated student who has enrolled in a minimum of twelve (12) credit hours of coursework during a semester. A full-time graduate student is one who has registered for a minimum of 9 credit hours per semester.
3. *Part-Time Matriculated Student:* Any matriculated undergraduate student who has enrolled in less than twelve (12) credit hours of coursework during a semester. A part-time graduate student is one who is registered for less than 9 credit hours per semester.
4. *Academic Overload:* Any undergraduate student registering for more than 16 semester credit hours (18 credits for majors in the College of Engineering, 19 credits for students in the College of Nanoscale Science or College of Nanoscale Engineering and Technology Innovation) in any semester must have the written approval of the appropriate college dean, or his/her designated representative. The maximum student load is considered 15 graduate credit hours per semester. Any graduate student registering for more than 15 credit hours must have approval of their academic department.

5. *Class Standing:* A undergraduate matriculated student's class standing is determined as follows:
Freshman – 0 to 29 earned credit hours of coursework.
Sophomore – 30 to 59 earned credit hours of coursework.
Junior – 60 to 89 earned credit hours of coursework.
Senior – 90 or more earned credit hours of coursework.
6. *Academic Good Standing:* A student is considered in good standing unless expelled, suspended, or academically dismissed from SUNY Poly and not re-admitted.
7. *Academic Warning:* At the completion of each semester, each undergraduate student's academic record is routinely reviewed, and if the cumulative grade point average is below 2.00, the student is placed on academic warning for the following semester; also each graduate student's academic record is routinely reviewed, and if the cumulative grade point average is below 3.00, the student is placed on academic warning for the following semester.
8. *Academic Dismissal:* At the completion of each semester, the academic record of each undergraduate student on academic warning will be reviewed for academic dismissal reasons. If the semester grade point average of a student on academic warning is below a 2.00, the student will be academically dismissed. No student will be academically dismissed without first being on academic warning. The academic record of a graduate student on academic warning will be reviewed for academic dismissal reasons. If the semester grade point average of a graduate student on academic warning is below 3.00 after nine (9) credit hours, the student will be academically dismissed. No student will be academically dismissed without first being on academic warning.
9. *Readmission Following Academic Dismissal:* Students dismissed for academic deficiencies who wish to apply for readmission to SUNY Poly must submit their written application to the Registrar's Office to be reviewed by Dismissal Appeals Committee. The committee will evaluate the application and make a determination as to readmission. The committee may delay readmission until one full semester has elapsed and will generally do so if a student is applying for readmission a second time. A student granted readmission to SUNY Poly will be placed on academic reinstatement. Establishing matriculation in a degree program is governed by the regulations for matriculation in that program at the time of readmission.
10. *Voluntary Withdrawal:* To retain good academic standing, students who withdraw voluntarily must officially withdraw through the Registrar's Office. Students who do not officially withdraw may receive failing grades in any courses not completed. The student who withdraws voluntarily without being granted a leave of absence loses matriculation status. Should the student desire to return at a later time, the student must file a Petition for Readmission form with the Registrar's Office and be approved for readmission. (Admission/graduation requirements in effect at the time of re-entry will apply.)
11. *Leave of Absence:* Leave of absence for a specified period of time may be granted to a student who is not subject to academic dismissal. The student applying for leave of absence must give a definite date for re-registration (at this institution) of no longer than one academic year from the date of leaving SUNY Poly. A student not returning for re-registration within the specified time will be classified as officially withdrawn from SUNY Poly. Application for leave of absence must be made to the Dean of the college in which the student is enrolled.
12. *Continuous Matriculation:* Degree requirements existing at the time of initial matriculation remain in force only if the student maintains continuous matriculation. A student who discontinues enrollment for more than one year without being granted an official leave of absence must apply for readmission.

Degree requirements are determined by the catalog under which the student is readmitted. Readmission requirements may vary from program to program. In either case, course prerequisites listed in the catalog are subject to change.

Continuous Registration: All graduate students must maintain continuous registration, equal to or greater than one credit while doing their final thesis, project, or capstone experience. Students can do this by registering for CMT 600 – Continuous Registration. Students must be registered for the term they intend to graduate SUNY Poly. (Computer Science students completing a thesis will register for CS 599 and Telecommunications students completing a thesis will register for TEL 599). This may be taken up to six semesters at which time it is expected that all program requirements will have been met.

13. *Withdrawal Procedures:* Students who wish to withdraw from classes or from SUNY Poly must formally withdraw by completing the appropriate section of the Add/Drop Form as well as a Withdrawal Form (after classes begin). The student is responsible for dropping their coursework through the Registrar's Office in addition to completing the form. The forms are available at the Registrar's Office and on the Registrar's web page under "Forms". This will affect your matriculation status and/or ability to return to SUNY Poly. Failure to formally withdraw from courses will result in failing grades and/or unnecessary financial obligation. Refer to the Academic Calendar for important dates concerning withdrawal from courses.

Undergraduate Grading System

The level of a student's scholarship is determined by the following system of quality points per semester hour of credit:

Grades/Quality Points Per Credit Hour

- A+ 4.00
- A Excellent 4.00
- A- 3.67
- B+ 3.33
- B Good 3.00
- B- 2.67
- C+ 2.33
- C Satisfactory 2.00
- C- 1.67
- D+ 1.33
- D *Poor* 1.00
- F Failure (no earned credit) 0.00
- W¹ Withdrew
- I² Incomplete
- IP In Progress Passing³
- S⁴ Average or Above
- U⁵ Unacceptable
- EX Examination (Test-out Policy)

The grade point average (GPA) is determined by dividing the total number of quality points by the total number of semester hours for which a student has been graded ("A" through "F"). If a student has retaken a course, only the course with the higher grade is used in computing the cumulative GPA.

- 1. Withdrew from a course subsequent to the add/drop period and prior to the last class meeting at the end of the tenth week of classes.*
- 2. The Incomplete Grade (I): A grade assigned at the discretion of the instructor when the student has failed to complete the course due to circumstances beyond the student's control. The incomplete must be removed by mid-semester of the following semester. **An incomplete that is not removed within this period is recorded as an "F."** **NOTE: Students cannot re-register for a course in which they are currently registered and have an incomplete grade pending.***
- 3. In Progress Passing (IP): is assigned at the discretion of the instructor when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of a semester: i.e.; research, practicums, internships. Students have until the end of the following term to complete the required work. [NOTE: An IP grade that is not changed by the end of the following term is recorded as an "F".]*
- 4. "S" and "U" grades apply only to those courses that have been approved as S/U grade courses. Grades "A" through "F" may not be awarded in such courses. The "S" grade signifies that the requirements of the course have been successfully completed and academic credit has been earned. The "U" grade indicates that the requirements of the course have not been successfully completed and no academic credit has been earned.*

S/U graded courses are indicated as such in the course descriptions. “S” and “U” grades are not included in calculating the student’s GPA, and, if an “I” were to be given and not removed, the “I” reverts to a “U.”

Graduate Grading System

Each matriculated graduate student must maintain an overall academic grade point average of 3.0 (B grade). A student may, through the advisor, submit a petition to the department to repeat a maximum of two (2) courses in which a C grade or less was received. No more than two (2) C grades will count towards a graduate degree.

If a student does not receive a passing grade in a course which is a prerequisite for another course in the program, the student may not proceed to take other course(s) until the prerequisite has been met.

Grading System

Letter grades are used for the final rating in all courses. The grades and an interpretation of the quality of work follow:

A	Excellent	4.0 (Quality Point Per Credit Hour)
A-		3.67 (Quality Point Per Credit Hour)
B+		3.33 (Quality Point Per Credit Hour)
B	Good	3.0 (Quality Point Per Credit Hour)
B-		2.67 (Quality Point Per Credit Hour)
C+		2.33 (Quality Point Per Credit Hour)
C	Passing	2.0 (Quality Point Per Credit Hour)
F	Failing	0.0 (Quality Point Per Credit Hour)
I	Incomplete	This grade is granted by the instructor when a student has failed to complete course requirements on schedule. An incomplete grade must be removed by mid-semester of the following regular semester unless the student has applied in writing and has received an extension for a specified time. Approval of requests for renewal will be at the option of the faculty member and college dean. Any incomplete grade not removed within the stated time will become an F grade at the next semester midpoint.

IP	In Progress Passing	This grade is assigned at the discretion of the instructor when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of a semester, ie., practicums, internships, research, etc. An IP grade that is not removed by the end of the following semester will be recorded as an F grade.
L	Load	Student is making progress toward completion of thesis/project, and has earned the credit for which they are registered in the term, but they have not completed the final thesis/project. Credit is earned, but the course is not applied toward any specific degree requirement in the degree audit. The grade is a placeholder, but awards credit and be used for Financial Aid purposes.
S	Satisfactory	Upon receipt of a Satisfactory grade the student will receive credit for the registered number of semester hours.
U	Unsatisfactory	With an Unsatisfactory grade, the student must register again for the requisite number of semester hours in order to receive credit toward degree requirements.
W	Withdraw	Students who find it necessary to withdraw from a course must notify the Registrar's Office within the approved time frame to receive a W for the course.

Final Grade Reports

Students should carefully review their final grades on their Banner accounts at the conclusion of each semester. Errors should be immediately reported to the Registrar's Office. Students have one year from the end of any semester in which to request, in writing, a correction to their academic record, and must provide appropriate documentation to support the request. To appeal a grade, follow process mapped out in the Student Handbook.

Policy for "F" Grades for Courses No Longer Available at SUNY Poly

If a student has an "F" grade in a course and the course is no longer available at SUNY Poly, the student may petition the academic department previously offering the course to:

Have the appropriate faculty within the academic unit determine if there is presently a comparable course available for the student to take at SUNY Poly.

- If such a course is available, the student may take the new course as a substitution and have the new grade computed in his/her GPA.
- The old course grade will remain on the student's transcript and the "F" grades will be removed from the GPA calculation.

If there is no comparable course available for the student to take at SUNY Poly.

- The student may petition the Academic Affairs Committee to have the “F” grade removed from their GPA calculation.
- The old course grade will remain on the student’s transcript.

Policy for “F” Grades after Re-matriculation

A student re-matriculating at SUNY Poly after an absence of seven years may petition the Registrar’s Office. The petition will be reviewed by the Academic Affairs or the Undergraduate Academic Standing and Appeals Committee to have a maximum of twelve credits of “F” course grades that were received at the Institute prior to re-matriculation, be removed from the calculation of their cumulative grade point average (GPA). All “F” grades in courses taken at SUNY Poly will still continue to be listed on the student’s transcript.

In order to petition for the removal of course “F” grades, the student must have completed twelve credits of course work after the re-matriculation and the cumulative GPA for these twelve credits must be 2.5 or higher.

Courses that are currently offered at SUNY Poly at the time of petitioning that may not be included are:

- General education courses or course substitutes (as determined by the appropriate College).
- Courses or course substitutes (as determined by the appropriate academic unit) that are required by both the previous as well as the new or current degree program.

The Academic Affairs Committee’s decision on the student’s petition will be based primarily, but not solely, upon whether the student was able to demonstrate via the petition that an unrealistically heavy burden would be placed upon them by requiring them to retake the courses listed in the petition.

Undergraduate Honors

Eligibility for the academic honor lists is based upon full-time (12 or more credit hours) matriculated student status in courses that are graded “A” through “F.” One or more incomplete (I) grades renders a student ineligible for academic honors.

1. **President’s Excellence List.** A semester GPA of 3.80 or above as a full-time student qualifies a student for that semester’s President’s Excellence List.
2. **President’s Achievement List.** A semester GPA of 3.60 to 3.79 as a full-time student qualifies a student for that semester’s President’s Achievement List.
3. **Dean’s List.** A semester GPA of 3.20 or more, and less than 3.59 qualifies a student for that semester’s Dean’s List.

Graduation

Requirements for Graduation

1. Students intending to graduate should submit an *application to graduate* form to the Registrar’s Office by the *preceding* November 1 for May graduation, by April 1 for August graduation, or by June 1 for December graduation. The list of potential graduates is forwarded to each academic college for review by academic advisors. At the completion of the semester, the Registrar reviews each student file to determine if all requirements have been met. Students completing coursework off-campus should

contact the Registrar's Office for specific deadline dates. All students have approximately three weeks from the formal date of graduation to submit any paperwork required to clear them for graduation (specific deadline dates are posted each semester by the Registrar's Office). Students not meeting this deadline will be notified in writing that they have not graduated.

2. While each student is assigned a faculty advisor and is given an opportunity to obtain additional counseling on personal and collegiate matters, final responsibility rests with the student to assure that all degree program requirements are satisfied for graduation.
3. Undergraduate students- Satisfactory completion of program credit requirements (This number varies for specified programs. See program requirements for details.) with a minimum cumulative GPA of 2.00 for undergraduate students is required for all coursework taken at SUNY Poly. Additionally, undergraduate students must meet all specific program requirements and must maintain a 2.00 GPA in all courses in the major, as identified by their academic unit, for graduation.
Graduate students- satisfactory completion of program credit requirements with a minimum cumulative GPA of 3.0 is required for all coursework taken at SUNY Poly, as well as a 3.0 GPA in all courses in the major, as identified by the department.
4. There is a \$10.00 diploma cover fee which must be paid prior to graduation. All financial obligations must be cleared before the diploma is released.
5. All specific program requirements must be met.
6. No more than two "C" grades will count toward a graduate degree.
7. Student must be registered at SUNY Poly during the term they intend to graduate.
8. Graduate Courses completed more than seven (7) years before the term in which the degree is awarded may not be used for credit toward the advanced degree. In the event that attendance has been interrupted due to extenuating circumstances, exceptions may be made by the academic unit with approval of the Provost.
9. Degree requirements are determined by the catalog under which the student is initially matriculated, and remain in force if the student maintains continuous matriculation. A student who discontinues enrollment for three consecutive semesters or more, or who had previously withdrawn, may apply for readmission and then fulfill the degree requirements in effect at that time.

Graduation with Incomplete Grades

A student who has met all graduation requirements but who has an outstanding Incomplete grade can elect to graduate with the outstanding Incomplete grade. Students who elect to graduate in this manner may not change the Incomplete grade at a later time to another letter grade. Graduation honors will be set at the time of graduation and will not change. Students may also elect to delay their graduation to the next semester so that the Incomplete grade can be changed and the new grade may be calculated in the cumulative grade point average.

Undergraduate Graduation Honors

SUNY Poly confers honors in recognition of excellence. This concept, by its nature, involves an overall academic performance which is unusual; noteworthy; extraordinary. Consequently, the students thus designated are normally expected to be few.

Accordingly, honors will be conferred according to the following pattern:

- Summa cum laude 3.90-4.00
- *Magna cum laude* 3.80-3.89
- *Cum laude* 3.70-3.79

* Graduation honors are currently under review as part of the continued development of a unified SUNY Polytechnic Institute and are subject to change.

Other

Certifying Official

The Registrar is designated as SUNY Poly’s certifying official and performs the following certification functions: Veterans Educational Benefit Certification, verification of enrollment (i.e., insurance, employment, enrollment certification for NYS Higher Education, loan servicing centers and banks, etc.).

Certification/verification of graduation for future employers are processed by the National Student Clearinghouse at <http://nscverifications.org>.

Tuition Refund Policy

Credit Courses

Students withdrawing from the college incur the tuition liabilities listed below based on the date of withdrawal. Liability for tuition is calculated at the time the student completes the official withdrawal process with the Registrar’s office. Not attending classes does not reduce or cancel liability.

Undergraduate/Graduate – 15 Week Schedule (Full Semester)

Liability During:	1st week of classes*	0%
	2nd week of classes*	30%
	3rd week of classes*	50%
	4th week of classes*	70%
	5th week of classes*	100%

Undergraduate/Graduate – 8 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes*	60%
	3rd week of classes*	80%
	4th week of classes*	100%

Undergraduate/Graduate – 7 Week Term

Liability During:	1st week of classes*	0%
	2nd week of classes*	65%
	3rd week of classes*	100%

Undergraduate/Graduate – 4 Week Term

Liability During:	2nd day of classes*	0%
	Remainder of 1st week*	50%
	2nd week*	100%

* The first week of class session is the first day of the semester, quarter or other term. The first week of classes, for purposes of this section, shall be considered ended after seven calendar days, **including** the first day of scheduled classes, have elapsed.

All student fees are non-refundable after the end of the first week of classes. The college fee is non-refundable once classes start. The alumni fee is refundable by petition to the Alumni Office until the last day to withdraw without record.

Please check with the Student Accounts Office **immediately** about any refund/liability if you are contemplating withdrawing from any course. Consult with the Financial Aid Office also, as an aid package could be adversely affected by a decrease in credit hours.

NYS TAP and Excelsior Scholarship recipients note: dropping below 12 hours will likely result in the loss of the award for the current semester and/or future semesters. You may not be eligible to have the award(s) reinstated.

No drop is considered official until the proper forms have been completed and submitted to the Registrar's Office. Payment of any related fees must also be done at the Student Accounts Office, at this time. **During certain specified times of the year students may Add/Drop courses via the web. When the web is closed students must make changes in person or by telephone with the Registrar's Office during normal business hours of operation. The Registrar's Office does not accept registration changes by email.**

Exception to Academic Policies

Students seeking an exception to an academic policy may do so by filing an Academic Petition form with their advisor. The petition is then submitted to the Dean of their college.

Study Abroad

In order to start the process of studying abroad, please view our Study Abroad Planning and Study Abroad Petition forms.

Please contact the Study Abroad and Domestic Exchange team with any questions: studyabroad@sunyit.edu

Learn more at: Study Abroad and Domestic Exchange

Forms

All forms are located on the Registrar page on the SUNY Poly website

Academic Petition

Use to make any type of academic request that goes against policy:

- Substitutions or exceptions to the curriculum
- Change catalog term
- Register or withdrawal after the deadline
- Academic petitions should be filled out by the student. The advisor and academic chair/coordinator are required to sign off on the petition with either approval or disapproval. In addition, the college Dean is required to sign off on the petition with either approval or disapproval when undergraduate students are requesting a substitution or exception to the curriculum
- Once the petition has the appropriate signatures, it should be returned to the Registrar's Office for review

Add Drop Form

Use to add/drop a class through the Registrar's Office

- After the first week of classes, all registration changes can no longer be made through Banner Web and must be made through the Registrar's Office using this form (\$20 add/drop fee applies)
- Instructors signature is required on this form if student is adding a course after the first week
- No signatures required to drop
- Form should be used to drop a course until the last day to officially withdraw according to the Academic Calendar

Change of Program

Use to change program:

- Change major
- Add/change/remove a second major
- Add/change/remove a minor
- Add/change/remove a concentration
- Add a second degree
- The signature of the program coordinator of the new major, minor, or concentration is required when student is adding or switching to a new major, minor, concentration, or degree.

Course Audit Registration

Use to request to audit a course

- Students may complete this form starting the first day of classes through the last day to add only (see academic calendar)
- Ability to audit is based on seat availability
- Only on campus courses may be audited, online and hybrid courses are not available for audit
- Instructor must sign off on the form if he/she approves
- Form must be returned to the Registrar's Office starting the first day of classes through the last day to add classes

Dismissal Appeal

Use this form to appeal an academic dismissal

- If the semester grade point average of a student on academic warning is below 2.00 (undergraduate students), or 3.0 (graduate students earning 9 credit hours), the student will be academically dismissed. No student will be academically dismissed without first being on academic warning
- Students can choose to submit this form if they wish to appeal the dismissal decision and be considered for possible readmission
- Students must include what factors led to academic dismissal and what factors will be different next semester
- There is a deadline for dismissal appeals to be submitted to the Registrar's Office (see form for deadline)

Graduation Application

Use to apply to graduate

- A student will not be considered eligible to graduate until this form has been submitted
- There is a \$10 diploma cover fee charged which must be paid at the time of application
- There is an application filing deadline which is listed on the form
- Encourage your advisees to apply to graduate before the deadline.
- See "Petition to Attend Commencement" form included in this list

Independent Study Authorization

Use this form when a student wants to request to take an independent study to apply towards their program.

- An independent study requires extensive study and research on a particular topic under the direction and supervision of a faculty member
- The form must be completed by the student and approved by the instructor overseeing the independent study, the program coordinator, and the Registrar.

Petition for Graduate Course(s)

Use this form to:

- Request to take graduate courses for graduate credit as an undergraduate student
 - For students enrolled in their final semester needing less than full-time credits to graduate
 - A maximum of 6 credits is allowed
 - Credits will apply towards graduate program
- Request to take graduate courses for undergraduate credit as an undergraduate student
 - For students who have completed the equivalent of one full-time semester at SUNY Poly
 - A maximum of 6 credits is allowed
 - Credits may only be used for undergraduate credit, and may not be used for graduate credit later on
- The forms must be completed by the student and signed off on by the chair/coordinator of the program either approving or denying the request
- The form must then be sent to the Registrar's Office for review

Petition to Attend Commencement

Use this form to request to attend commencement

- Students intending to graduate in the following August who wish to attend the May ceremony must complete this form
- Student must be within 8 credit hours of completing their degree and have applied for August graduation
- Application for graduation must be on file with the Registrar's office prior to submitting this form
- Form should be completed and returned to the Registrar's Office

Petition to Take Courses at Another College

Use this form to request permission to take a course at another college.

- The form must be completed with an attached course description and approved before the student takes the course
- Approval of transfer credit will be based on applicability of the course towards the degree requirements
- The course must be successfully completed with a minimum grade of "C" (undergraduate), or B (graduate)
- Once the course has been successfully completed, it is the responsibility of the student to have an official transcript sent to the Registrar's office for review
- The department chair/coordinator must sign off on the form with approval or denial before the request is forwarded to the Registrar's Office for review

Program of Study/Transfer Credit Revision

Use this form to request revisions to how a transfer course applies to a student's degree program

- Some requested changes may not be processed if they do not match transfer equivalencies that have already been defined by the department where the course is housed
- There are maximum transfer limits set for undergraduate and graduate students:
 - Undergraduate- a maximum of 94 transfer credits of which a maximum of 76 credits can be lower division. For Business majors, the maximum transfer limit is 64 transfer credits total.
 - Graduate- a maximum of 6 graduate transfer credits may be accepted for all majors with the exception of the majors in Family Nurse Practitioner and Technology Management which accept up to 12 transfer credits, and Nursing Education which accepts up to 9 transfer credits
- The form must be completed and submitted to the Registrar's Office by the advisor

SUNY Cross-Registration Agreement

Cross registration occurs when one SUNY institution (the "Host" institution) provides instruction for an undergraduate student enrolled in a degree or certificate program at another SUNY institution (the "Home" institution) during the same academic term (fall and spring terms only)

- Cross registration allows for the waiving of tuition only at the host institution (student is responsible for any fees at the host institution)
- Student must have the approval of both the home and host institution
- Student is responsible for ensuring that the course(s) registered for meet the requirements of the degree
- Student must follow the academic calendar of the host institution
- Student must complete the 'Petition to Take Course at Another College', have it approved by the advisor, the department chairperson and the Registrar's Office
- Student must complete the SUNY Cross-registration form:
 - The Cross-registration form is available online (www.suny.edu/crossregister); student may only use the paper form if the host campus has not set up their account on the online form (the paper form is available from the Registrar's Office)

Study Abroad Petition

Use this form to request to study abroad

- Students who wish to study abroad must give themselves adequate time to apply and plan for a study abroad opportunity
- Course equivalencies and course descriptions must be provided on the form
- Approval of credit will be based on applicability of the course towards the degree
- The form should be completed in its entirety and returned to the Registrar's Office for review
- The Study Abroad Coordinator, the Registrar, and Financial Aid must approve
- There is a Study Abroad Student Information and Checklist form that should be referenced to guide students through the process of applying for a study abroad opportunity (available under the Registrar Forms page)

Withdrawal Form

Use the withdrawal form to drop all classes for which a student is currently registered:

- Student must use this form to withdrawal from SUNY Poly during the semester (from the first day of classes to the last day of classes)
- Student must drop all courses through the Registrar’s Office using an add/drop form
- Students must submit the withdrawal form directly to the Registrar’s Office which will later be reviewed by the Financial Aid Office and the Bursar’s Office
- \$20 withdrawal fee applies (see academic calendar)
- Student will receive a W for all classes (see academic calendar)
- Student can withdrawal for personal or medical reasons (see form for additional details)
- Students wishing to return to SUNY Poly at a later date must be readmitted

DegreeWorks

DegreeWorks Facts

- DegreeWorks synchs with Banner every night to refresh the students audit if there are any changes made in Banner throughout the day. Any changes, including adding or dropping classes, made throughout the day won’t be visible in DegreeWorks immediately.
- When viewing a student’s audit, click “Process” to review any recent curriculum changes.

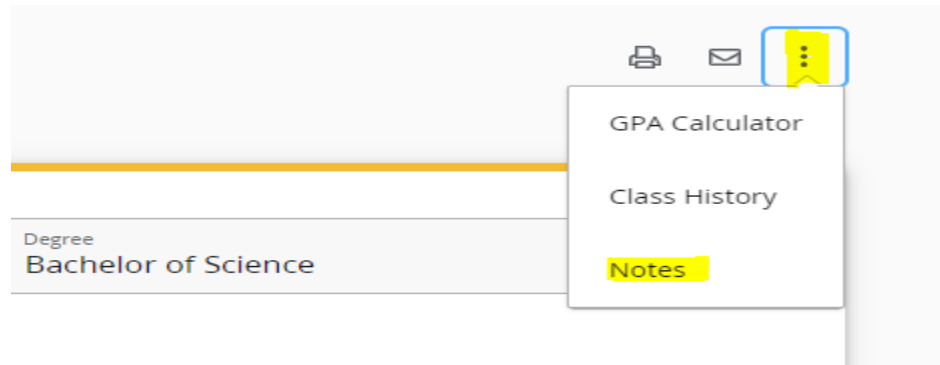
The screenshot shows the DegreeWorks interface for a student's audit. At the top, there are tabs for "Academic" and "What-If", and a dropdown menu for "View historic audit". Below this, there is a "Format Student View" dropdown. The main section displays "Degree progress" with two circular progress indicators: "Requirements" at 36% and "Credits" at 43%. To the right, the "Overall GPA" is shown as 3.00. There are two checkboxes: "In-progress classes" and "Preregistered classes", both of which are checked. A yellow "Process" button is highlighted.

- After final grades are rolled each semester, the Registrar’s office freezes a copy of the student’s audit and stores it in the “View Historic Audit” menu on DegreeWorks. The “View Historic Audit” menu is directly above the degree progress information, to the right.

This screenshot is identical to the one above, but the "View historic audit" dropdown menu at the top right is highlighted in yellow.

- If you are working with a student and want to add a note to their DegreeWorks, click on the menu icon and select “Notes”. This is the best place to store any information you have relayed to the student in

advising sessions.



- Failed classes won't populate in the DegreeWorks audit, rather you will find them in the "Insufficient" section at the bottom of the audit.

Insufficient

Credits applied: 0 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
BUS 000	Business Elective	NF	0	Spring 2018	

Satisfied by: BM213 - Business Logistics - Mohawk Valley Comm College

- If a student is repeating a course for a higher grade, the first attempt will stay in the DegreeWorks audit until a higher grade is received.
- If you want to make a substitution in the curriculum for a student, you must make the request through an Academic Petition.
- Encourage students to utilize DegreeWorks as it gives them a visual of their degree progress and is the tool that the Registrar's office uses when certifying degrees.
- In progress and registered courses count towards credits applied.

DegreeWorks Guide

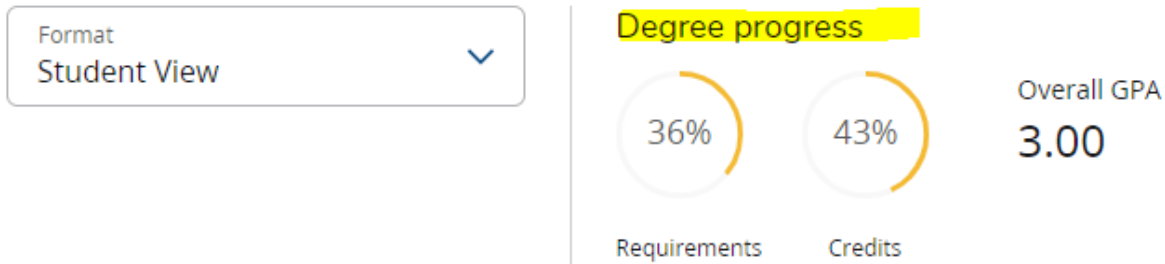
DegreeWorks is a degree auditing system used to track student degree progress. The Registrar's Office utilizes this tool to assist in degree clearance for graduation. Students should use this tool to track their degree progress and reference it for their degree and program requirements.

What information is stored in DegreeWorks?

A DegreeWorks audit will show all degree and major information, the Academic Advisor, Overall GPA, Academic Standing, Catalog Term, Anticipated Graduation Date, and date which the student intends to graduate upon submitting their Graduation Application. It also shows the degree and programs requirements such as: Credit requirements, non-credit requirements, General Education requirements, Liberal Arts requirements, and core program requirements. These requirements are all consistent with degree and program requirements under the matriculated catalog term.

How to read DegreeWorks

Degree Progress- The degree progress is divided into two separate categories: Requirements and Credits. The requirements bar indicates the percentage of requirements that the student has completed or is registered and working towards. The credits bar indicates the percentage of credits that the student has successfully completed. This percentage does not take into consideration credits that are in progress. In the final semester, the credits bar will stay at 98% until final grades are submitted and the student has successfully completed 100% of the credits necessary to complete the degree.



Blocks- DegreeWorks is divided into different blocks depending on the program requirements.

The Degree Block shows the overall credit requirement for the degree, and any special requirements such as residence requirement.

The General Education block shows the undergraduate General Education Requirement of 30 credits. Students must choose 7 out of the 10 categories. Basic Communication and Math are required and therefore satisfy 2 out of the 7 categories.

The Liberal Arts Block shows the Liberal Arts requirements specific to the major. General Education courses apply to the Liberal Arts requirements.

The Major block shows the core course requirements for the major.

Additional areas- Any courses that do not apply to the General Education, Liberal Arts, or Major blocks will apply to the “general elective” area. Any courses that the student did not successfully complete or did not receive transfer credit for will show in the “Insufficient” area of courses that do not apply to the degree. All in-progress or registered courses will show in the “In-progress” section of DegreeWorks.

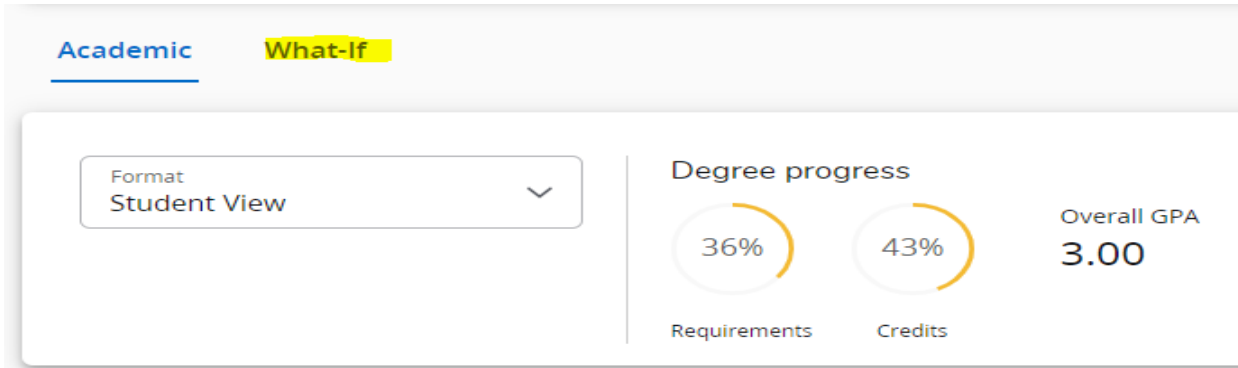
Red- Anything in red indicates an unmet requirement for the degree. The student should plan to complete these requirements.

Green- Anything in green indicates that the requirement has successfully been satisfied.

Blue- Anything in blue indicates that the course is either in-progress or pre-registered for. The student is working towards the requirement.

Tools within DegreeWorks

What-If – Use the “What If” tool to see how completed credits would apply towards a new major or minor if the student were to change/add a major/minor.



SEP- The Student Educational Planner is a tool that assists the student in planning out their requirements to lead to successful completion of a degree.



TF- Transfer Finder is a tool that allows students to see how their credits would transfer to another SUNY Institution if they are planning to transfer out. The student can select another SUNY institution and a program within that institution and see what their degree progress would look like if they were to attend that institution. This tool can also be used to search for equivalent courses to take at another institution and transfer back into Poly.



Student Educational Planner Facts

- A template for each undergraduate major has been created based on a fall and a spring semester start
- There are template outlines for 4-year fall starts, 4-year spring starts, 2-year fall starts, 2-year spring starts.
- For most programs, summer semesters are not planned for in the premade templates, but can be manually added to any plan if needed.
- Each semester will show planned out with a corresponding year.
- Every matriculated undergraduate student, beginning with the incoming class for Fall 2017, is automatically assigned a template, or plan, based on their primary major. Students who entered prior to

the fall 2017 semester will not be assigned a plan automatically. They do, however, have the ability to create a new plan that includes the requirements they still have left to complete. Their advisor would have to activate and lock this plan for them to ensure that all remaining requirements are planned for.

- Transfer students, fall 2017 and forward, will automatically be assigned the premade template for their major. The plan can be adjusted by deleting courses which the student received transfer credit for and deleting unnecessary terms from the plan. If it is easier, the assigned template can be deleted, and the student, with the help of their advisor, can create a new plan from scratch that plans for any unmet requirements.
- If a student pursues more than one major, only the primary major will show planned for. Students will then have to add in the additional courses to their plan that they will need to complete the secondary major.
- If a student decides to pursue a minor, those course requirements should be built into the student's plan manually.
- Prerequisite courses may not be planned for. If a student needs to take a prerequisite course, simply add that course to the plan, and move the requirement that the prerequisite is being taken for to another semester.
- Students are not able to deactivate their set plan or activate a new plan.
- Students can only have ONE active plan at a time. The student can create as many inactive plans as he/she wishes, but is only allowed one plan to be active. This plan has to be deactivated by the advisor if the student wants to create a new plan to activate. *If a student wishes to make changes to his or her plan, we encourage him or her to create a new plan that can be shown to the advisor upon meeting. The advisor can then activate the new plan if approved. *
- If a student wishes to make changes to their active plan, they must do so with the help of their advisor. This is to eliminate the student from adding unnecessary classes to their plan or removing important requirements that are still needed to graduate.
- Only decided courses will show planned for in the Planner Worksheet. Any "Placeholders" or "Choice Options" will not show on the audit until they are replaced with a course that the student decides to take to fulfill the requirement. This means that although there may be a Choice Option, Gen Ed, Lib Arts, Elective, etc. on the planner, the requirement will show in red on the Planner Worksheet because a specific course to complete that requirement has not been decided on yet. Once a course is decided on and the requirement is updated, the course will populate in the audit.
- As students successfully complete courses, they will show as met requirements, in green, on the Planner Worksheet.
- Unmet or unplanned requirements will show in red on the Planner Worksheet.
- Planned or registered requirements will show in blue on the Planner Worksheet.

- The difference between a DegreeWorks audit and the SEP audit is how the courses apply to the audit. The DegreeWorks audit will only populate with courses that have already been completed, or that the student is pre-registered for or currently taking. The SEP audit will lay all planned for and successfully completed courses over the regular DegreeWorks audit to show any outstanding, or unplanned for requirements. The SEP audit shows planned requirements with “PLAN,” and registered for requirements with “REG.” Planned courses do not indicate that the student has already completed that requirement, rather that course is planned out to take throughout one of the semesters.
- All plans are “Tracked.” If a student does not follow their plan of study, the tracking status will become “Off Track.” The same will happen if the student withdrawals from a class or does not complete the course successfully. If the student falls off track, a warning message will show indicating the plan is off track. This means that the student will need to make an adjustment to his or her plan to get back on track. Only active and locked plans will track the students’ progress.
- Encourage the use of the SEP with your students. If students use this tool every semester, and it is updated as needed, we can begin to project which courses, the number of sections, and the number of seats needed each semester. This will assist in scheduling. Not only will it help us to project what is needed, but this tool will help students stay on track, be successful, and graduate within a timely manner.
- Students should use the SEP as a guide to track their progress towards completion, stay organized, and plan for the future semesters. The SEP is not official notification of degree completion. Students should always work with their advisor to ensure that all program requirements are planned, and completed and the student is eligible for graduation.

Student Educational Planner Guide

What is the Student Educational Planner (SEP)?

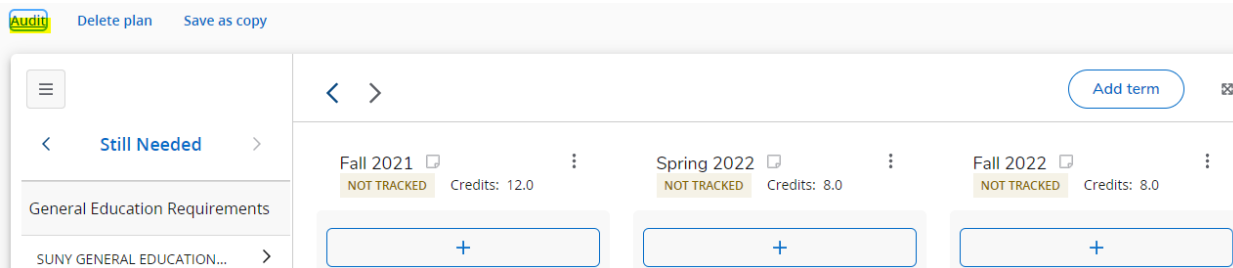
The SEP is an interactive tool that students, in combination with the help of an advisor, can utilize to plan out each semester throughout their time here at Poly. Each student is assigned a template, or plan, based on the plan of study previously provided by each academic department. Each student can have one active plan, which is locked other than for editing purposes. Students and advisors can rearrange the plan and update it as many times as needed. The SEP has the ability to track the student’s progress and warn them when they fall off their plan. A warning alert will be viewable to the student when a requirement within the semester plan has not been completed successfully or is not planned for. With active involvement from both the advisor and the student, we can ensure that students understand which requirements are needed to complete their degree, plan for those requirements, and stay on track for graduation. We hope to use the SEP as a reporting tool to project the number of sections and seats needed in courses each semester. Please reference the SEP Fact Sheet for more information regarding the planner.

Accessing the SEP

1. From the SUNY Poly Banner Self Service webpage, click SUNY Poly Degree Works
2. Log in to Degree Works using your SITNET ID and password
3. Input the Student Id number
4. Click on the “Plans” tab

Different Views

Audit View- The Audit View is similar to the look of the DegreeWorks audit worksheet with both completed courses and planned courses plugged into it. Click on “Audit” and a new tab will open with the “Planner Worksheet.”



The “Planner Worksheet.” is the typical DegreeWorks audit you would see, but with the planned requirements populated. If a course is planned for, it will show in blue with “PLAN”. If a course is registered for, it will show in blue with “REG.” If a requirement has been satisfied, it will check off in green.

***Only specific courses planned for will populate in the audit. If there is a choice requirement, or a placeholder such as “Elective,” or “Gen Ed,” it will not populate on the audit until the plan is updated with a specific course to fulfill said requirement. Requirements shown in red are usually because there is a choice or placeholder option on the plan, or the course is not planned for throughout any of the semesters. Once students update their plans with courses to fulfill the said requirement, the audit will then indicate a planned course in blue.

Default View-

The default view is the table with all of the semesters planned out. The plan indicates the courses students should register for each semester. If the student has not registered or successfully completed the course for the current semester, a warning message will show that indicates the student is off track. Students, with the help of their advisor, have the ability to update or rearrange the courses within each semester if desired. If the student is off track, he or she should update their plan to account for any off track courses.

Within the default view, you can edit the plan. You can change, update or rearrange a plan in this view. In order to edit a plan, you must unlock the plan by clicking the edit plan icon and unchecking “Locked.” Once you have finished editing, you must re-lock the plan by clicking on the edit plan icon and checking the “Locked” box again. Students do not have the ability to lock and unlock their plans. This is to ensure that students are not making changes to their plans that are not approved by their advisor. We want students to stay on track to graduate, and not add unnecessary courses, or delete requirements needed for graduation. There are many different functions of the edit view. Once you finish editing, please make sure to save the plan.

BS Business Administration - Fall Start

Degree Bachelor of Science

Level Undergraduate

Active Yes | Status Locked | Tracking Status **NOT TRACKED**

Edit Plan ✕

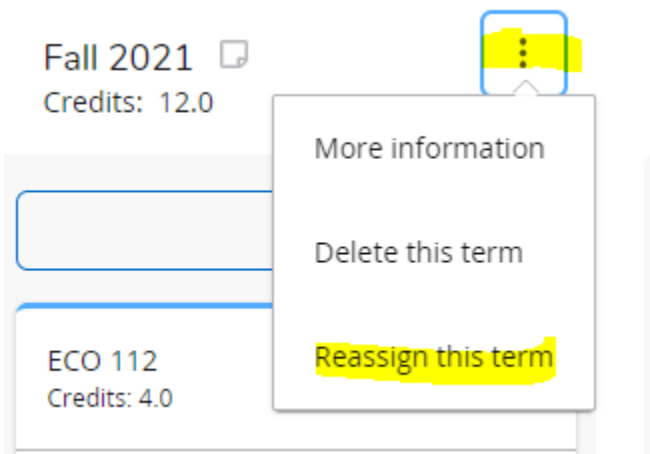
Description*
BS Business Administration - Fall Start


Active Locked

Cancel

Save

To reassign an entire semester- Click on the “Menu” icon on the semester level and select “Reassign this term” This will move every requirement showing for that semester to a new semester. This may be necessary if a student has to take a semester off. If you plan to reassign semesters, start with the latest semester and work your way backwards.



Fall 2021 
Credits: 12.0

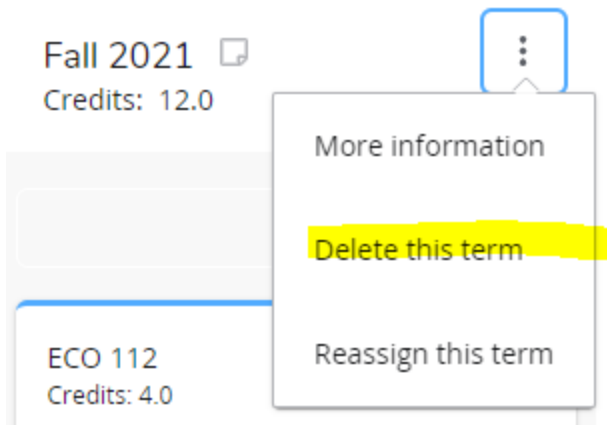
More information

Delete this term

Reassign this term

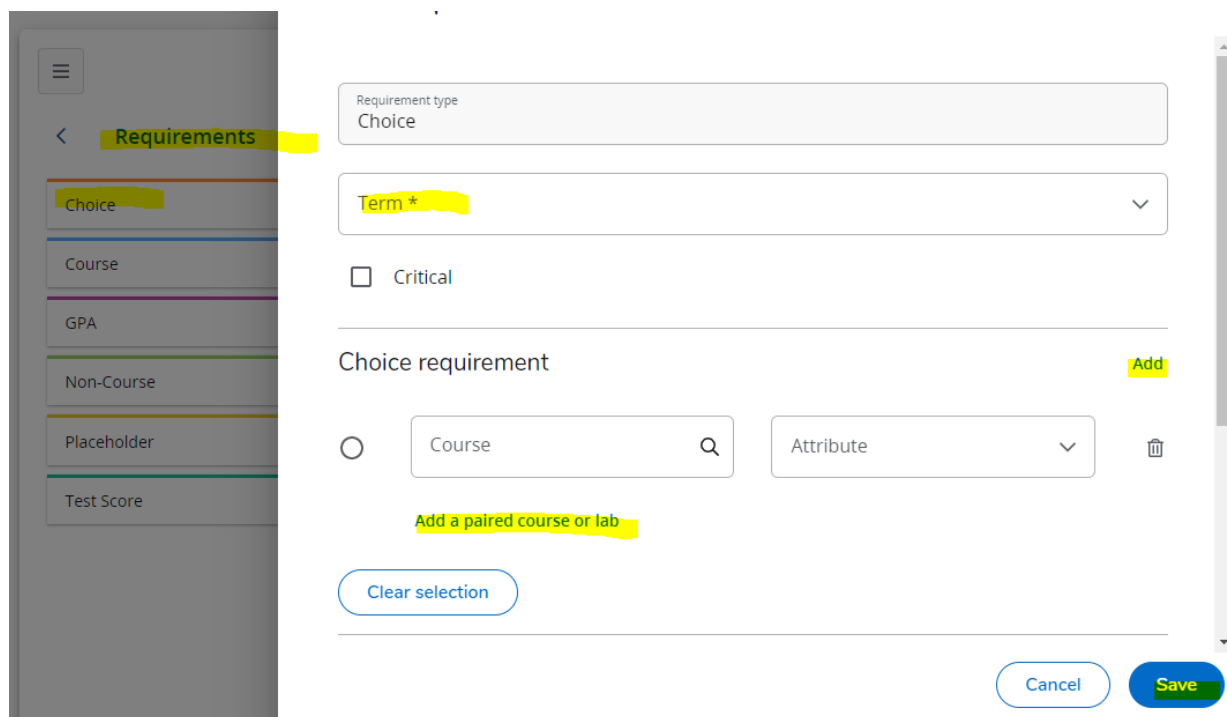
ECO 112
Credits: 4.0

To delete a term- Click on the “Menu” icon and select “Delete this term.” Only do this if you plan to rebuild the semester entirely for a future term. Be careful using this icon as once the semester is deleted, there is no way to get it back unless you rebuild.



To add a requirement to the semester- Click on the “Requirements” menu on the left side of the plan. Choose the requirement you wish to add. The most common requirements are Choice, Course, and Placeholder.

Use Choice when you want to say “Take one or two of these classes out of all of these options.” For example, a choice can be used when you want to say “Take COM 306 or COM 308,” or when you want to say “Take PHY 101T and PHY 101L, OR PHY 201T and PHY 201L.” Once you select the Choice option, you will have to select the term which the requirement is being added to. Select all of the courses you wish to add to the choice requirement. If you want to add courses that must be taken in combination, such as PHY 101T and PHY 101L, use the “Add a paired course or lab” link and add the course pairs/options. When you have added all of the choices, click save.



Use Course when you want to add one specific course to the semester. Select course, select term, and then input the course requirement with the specific course you want to add to the plan. You can do this by either typing the course (with a space between the subject and the course number), or by the subject of the course you want to add and selecting the course number from the list. When you are done, click save. There is a tool box on the left side with requirements still needed for the major. If you prefer to use this toolbox, you can click and drag any of those needed courses into the plan.

The screenshot shows a 'New Requirement' form. On the left is a sidebar with a 'Requirements' menu and options: Choice, Course, GPA, Non-Course, Placeholder, and Test Score. The main form has the following fields:

- Requirement type: Course
- Term *: (dropdown menu)
- Critical
- Course requirement: (text input with search icon)
- Credits: (text input)
- Minimum grade: (dropdown menu)
- Delivery: (dropdown menu)

 At the bottom right are 'Cancel' and 'Save' buttons.

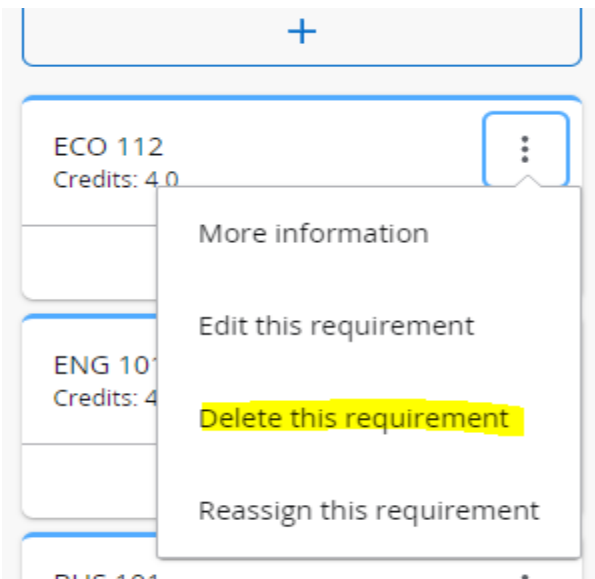
Use Placeholder when you want to plan for a requirement within the semester, but can't or don't want to select a specific course yet. This is commonly used to hold the place of a general elective, a general education course, a liberal arts course, a specific program elective, etc. Select Placeholder and then select the term and placeholder type. There is a list of placeholders options available to use, but if you do not see an option you would prefer, please contact me and I would be happy to add it for you. Each Placeholder must be populated with a "Value." This is where you can indicate more specific information regarding the placeholder such as "Natural Science Gen Ed," or "Advanced program elective."

This screenshot shows the 'New Requirement' form with 'Placeholder' selected as the requirement type. The fields are:

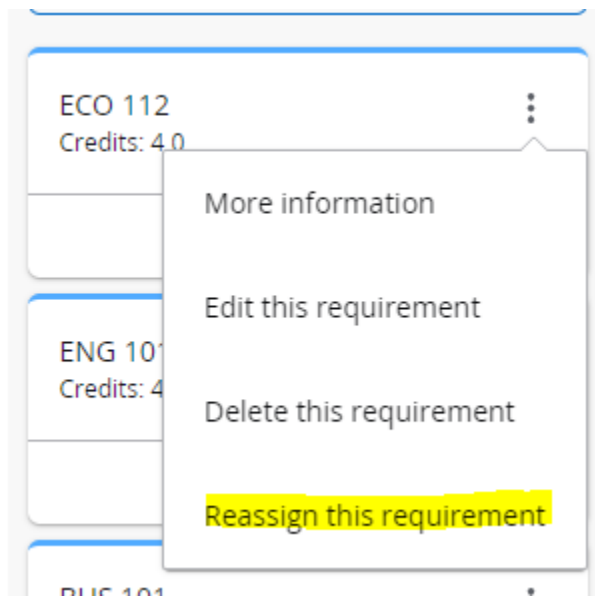
- Requirement type: Placeholder
- Term *: (dropdown menu)
- Placeholder *: (dropdown menu)
- Value *: (text input)

 The 'Cancel' and 'Save' buttons are at the bottom right.

To delete a requirement within a semester- Click on the menu icon next to the requirement and select "Delete this requirement."



To move a requirement from one semester to another- You can either delete the requirement from one semester and add the requirement to another semester, or you can click on the menu icon and select “Reassign this requirement.”



To add notes to the plan- You can add notes at the semester level or to the entire plan. Simply click on the notes icon at either level and add the desired note. To view notes, click on the same icon at either level.

BS Business Administration - Fall Start



Degree Bachelor of Science

Level Undergraduate

Active Yes

Status Not locked

Tracking Status

NOT DISPLAYED, PLAN IS NOT LOCKED

updated: Hale, Brittany L on 5/2/2021

[Save as copy](#)

Requirements

Fall 2021 Credits: 12.0

To deactivate a plan- If you wish to deactivate a plan and create a new plan, uncheck the active box. Students can only have one active plan at a time. A plan should be kept active at all times, unless you wish to create and activate a new plan for the student. Do so by clicking the edit icon and unchecking the active and locked boxes.

Administration - Fall Start

Plan list

Edit Plan

Description *
BS Business Administration - Fall Start

Active Locked

Cancel Save

Remember to save any changes you make

Creating a new plan

If you wish to create a new plan for a student, go to the edit view and uncheck the active box. Click save. Then, click on "New Plan." You will need to select whether you want to choose a plan from a template, or create a plan from scratch. If you chose to create a plan from a template, choose that option and then select the template you would like to use. Templates have been created for each major in a Fall and Spring start format. You can

then update the template as necessary. If you wish to create a plan from scratch, select that option and then the start term. You can then update the plan with degree information, major information, course, choices, and placeholders as needed. **Be sure to activate and lock the new plan that has been created and save.**

Transfer Finder Facts

- Transfer Finder is a tool that should be used to help students who need to transfer to another institution or who need to take a course at another college to transfer back in to Poly. Typically, students who transfer out are those who need to attend another institution due to their grades, those who want to pursue a different program that we don't offer, and those who came to Poly with the intention of transferring out after two or so years. We do not want to encourage students to utilize this tool to see where they can complete their degree the quickest. More commonly, we have students who are looking to take courses at another college and need to find course equivalencies.
- Each institution accepts transfer courses differently. The number of credits and the grades that are acceptable for transfer are dependent on each institution's unique transfer policies. Students should speak with a representative at the transfer school if they have questions.
- When using this tool to view a degree progress audit at another institution, only three programs/colleges can be compared at once.
- The Transfer Finder tool is for undergraduate student use only with the primary intention of ensuring that all General Education courses are transferring seamlessly. Seven out of ten General Education categories must be completed at all SUNY institutions in order to earn a degree. When a General Education course is transferred and meets one of these categories, you will see "GETA Class Used" in the audit which indicates a course has been applied to that specific category. (The categories are Mathematics, Basic Communication, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, and Foreign Language).
- Just as with a regular DegreeWorks student audit, the Transfer Finder Audit will show the degree progress percentages. The degree progress is divided into two separate categories: Requirements and Credits. The requirements bar indicates the percentage of requirements that the student has completed or is registered and working towards. The credits bar indicates the percentage of credits that the student has successfully completed.
- Copies of the Transfer Finder audits are not saved anywhere within the system. The only way to save the audit to refer back to is to use the Save as PDF functionality.
- When using this tool to search for course equivalencies in order to take the course elsewhere, students will only find institutions and courses which have previously been articulated at Poly. If Poly has never established an equivalency for a specific course, the student can contact the department overseeing the course to understand how the course may transfer back in to Poly.

Transfer Finder Guide

What is Transfer Finder?

Transfer Finder is a tool accessible through DegreeWorks that undergraduate students can use to see how their completed credits would transfer to another SUNY institution. This tool is not to encourage students to transfer out, but be a resource for students to utilize if they are transferring out because of grades, or to pursue a different program that we do not offer. SUNY General Education courses and Transfer Pathway courses should automatically fulfill requirements at differing SUNY Institutions. This tool can also be used to find course equivalencies in the instance that students need to take a course at another institution to transfer back into Poly.

How to access Transfer Finder

1. From the SUNY Poly Banner Self Service webpage, click SUNY Poly Degree Works
2. Log in to Degree Works using your SITNET ID and password
3. Query by student ID
4. Click on the “Transfer” tab

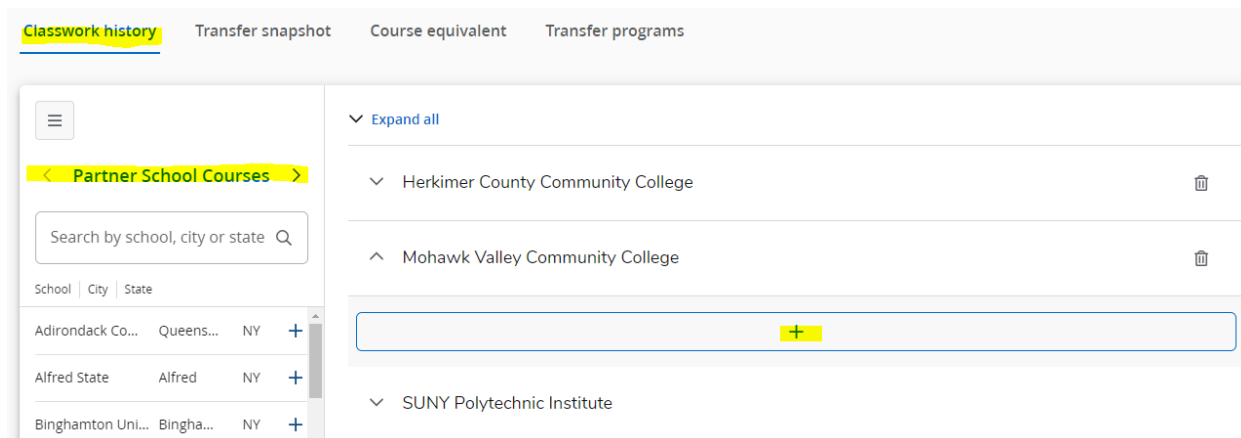


How to use Transfer Finder

Once you click on the Transfer tab, there are a variety of options

1. Classwork History:

- a. “Classwork History” will show a condensed list of the courses taken through SUNY Poly only
- b. “Classwork History” will not show courses that have transferred in to SUNY Poly
- c. To add courses taken through different institutions or AP credits, from the left side, select the institution which transfer credit was awarded from. Once the institution is showing, click the + icon to add coursework that transferred into Poly.
- d. Any course information shown through SUNY Poly or added for a different institution will now show in the Transfer What If Audit



2. Transfer Snapshot:

- a. “Transfer Snapshot” allows the student to see how their completed courses would transfer to another SUNY institution
- b. Students can select up the three programs to compare

- c. **Transfer Path**- When programs are part of a Transfer Pathway, the transfer is essentially seamless and the student will receive credit for all courses completed in that pathway. If the program the student wants to pursue is part of a Transfer Pathway, select this option. The student will be able to see which SUNY institutions recognize the program as a Transfer Pathway. Click on the “Transfer Path” link. Select the desired pathway and click ok. All institutions that offer that pathway will show. Select up to three programs and click “Comparison”

Classwork history **Transfer snapshot** Course equivalent Transfer programs

Select up to 3 programs to compare Compare

Include in-progress classes Include preregistered classes Include additional transfer work

	Major/Program	Degree	Transfer path	Academic discipline	School ↑
<input type="checkbox"/>	Liberal Arts: Mathematics and Science - Biology conc	Associate in Science	Biology	Liberal Arts and Sciences, General Studies and Humanities	Adirondack Community College
<input type="checkbox"/>	Biological Sciences	Associate in Science	Biology	Biological and Biomedical Sciences	Hudson Valley Community College
<input type="checkbox"/>	Biotechnology	Associate in Science	Biology	Science Technologies/Technicians	Jamestown Community College
<input type="checkbox"/>	Biology	Associate in Science	Biology	Biological and Biomedical Sciences	Monroe Community College
<input type="checkbox"/>	Biology	Associate in Science	Biology	Biological and Biomedical Sciences	Nassau Community College

- d. **Academic Discipline**- If the student wants to pursue a specific discipline at another SUNY Institution, select this option. The student will be able to see what other SUNY institutions offer that program. Students can select up to three majors to see how their credits would apply to that program and see what their degree progress would look like. Click on “Academic Discipline,” select the discipline the student wants to pursue and then click ok. A list of available institutions with those programs will show. Select up to three programs and click “Comparison”

Classwork history **Transfer snapshot** Course equivalent Transfer programs

Select up to 3 programs to compare Compare

Include in-progress classes Include preregistered classes Include additional transfer work

	Major/Program	Degree	Transfer path	Academic discipline	School ↑
<input type="checkbox"/>	Biological Science	Associate in Applied Science		Biological and Biomedical Sciences	Alfred State
<input type="checkbox"/>	Biology	Bachelor of Arts		Biological and Biomedical Sciences	Buffalo State
<input type="checkbox"/>	Bioscience	Bachelor of Science		Biological and Biomedical Sciences	Farmingdale State College
<input type="checkbox"/>	Biological Sciences	Associate in Science	Biology	Biological and Biomedical Sciences	Hudson Valley Community College

- e. **School**- If the student is looking to transfer to a specific SUNY institution, select this option. The student will see what programs that college offers. This option allows students to choose up to three colleges that they can compare their degree progress to.

Select up to 3 programs to compare Compare

Include in-progress classes Include preregistered classes Include additional transfer work

Major/Program	Degree	Transfer path	Academic discipline	School ↑
<input type="checkbox"/> Biology	Bachelor of Arts		Biological and Biomedical Sciences	Buffalo State
<input type="checkbox"/> Business Administration	Bachelor of Science		Business, Management, Marketing, and Related Support Services	Buffalo State
<input type="checkbox"/> Hospitality Administration	Bachelor of Science		Business, Management, Marketing, and Related Support Services	Buffalo State
<input type="checkbox"/> Communication Studies	Bachelor of Arts		Communication, Journalism, and Related Programs	Buffalo State

My search criteria Clear all

Buffalo State ×

Academic discipline ▼

School ▲

Adirondack Community College

Alfred State

Buffalo State

3. Course Equivalent:

- a. This function allows students to search to see if a specific Poly course is equivalent to any other course at another SUNY or private institution
- b. Input the course you wish to search, and select the institution where it was taken at. For example, if the student took MAT 151 at SUNY Poly, input “MAT 151” in the course box. Click “Submit.” A list of all equivalents will be displayed.

This is a great tool to use in combination with the Transfer Articulation tool accessible via Banner

Find course equivalent at partner schools

Course subject and number Submit

Course	School	Conditions
MAT 131	Adirondack Community College	▼
AP CALAB+	Advanced Placement (High School)	▼
AP CALBC	Advanced Placement (High School)	▼
AP CALBC+	Advanced Placement (High School)	▼
MATH 1084	Alfred College of Technology	▼

How to Read the Comparisons/Transfer Audits

1. See Comparison- Once you click on “Compare,” the degree progress bars will show for each selected program/institution. To view each program/institution, click “View Transfer Detail.” The student can then see how their credits would transfer to that institution in a degree audit format
2. Course Equivalencies- The course equivalencies are shown at the top of the audit once the student clicks on “View Detail.” The course equivalency record will show how the courses transfer.

3. All General Education courses should transfer between SUNY Institutions. If a student earns General Education credits at one SUNY Institution, he or she should receive General Education credits at another SUNY Institution for the same course.
4. The courses that have an equivalent at the transferring institution will populate in the degree audit
5. NOEQ 100 indicates that there are no equivalents. You will see a display message that says “Insufficient grade- no credit awarded.” NOEQ 100 does not always indicate an insufficient grade, but most commonly an error where the transferring institution can’t accept that course due to no equivalency.

Bookstore	Bursar	Campus Life/ Student Involvement	Career Services	Cayan Library
Kunsela Hall B112	Kunsela Hall- 2 nd floor 315-792-7412	Student Center S105 315-792-7530 Assoc. Director: Jennifer George	Kunsela Hall B101 315-792-7165	Cayan Library 315-792-7246 Library@sunypoly.edu
*Books *Supplies *Technology *Apparel	*Confirm Charges *Pay your Bill *Billing information *Tuition and Fees *Payment Plan *Withdrawal refunds	*Information on student clubs and organizations *Student Government *Involvement Opportunities *Support for SUNY Poly Engage	*Career Exploration *Self-Assessments *Skill Identification *Resume Development *Online tools & resources *Career Coaching *Cover Letters *Workshops *Business Etiquette Luncheon	*Study Spaces *Librarians available to assist with research and citations. *Mario Café open Sun-Fri *Group study rooms *Free Printing
Monday - Friday 8:30-4:30	Monday - Friday 8:30am- 4:30pm	Monday - Friday 8:30am- 4:30pm	Monday - Friday 8:30am- 4:30pm	Mon-Thurs 8 am- 11pm Fri. 8am 8pm Sat. 10 am- 5 pm Sun. 11 am- 11 pm

Campus Technology Services	Disability Support Services	Financial Aid	Wellness Center Health & Counseling Services	Learning Center
Cayan Library Helpdesk@sunypoly.edu 315-792-7440	Cayan Library 145 Leslie Reid 315-792-7170	Kunsela Hall- 2nd floor 315-792-7210	Campus Center Suite 217 315-792-7172	Cayan Library Coordinator of tutoring: Denese Savoy 315-792-7253
*Getting Connected *Help/Training *Instructional Services *Internet/Email *Labs/Classrooms *Requests for Services *Software/Hardware *Telephone/TV	*Provides reasonable accommodations to students that have documented physical, psychological, emotional, or learning disabilities	*Applying for aid *Student Employment *Grants *Scholarships *Loans *Financial Implications of student withdrawals/drops *Work Study	<u>Health/Medical Services by a NP & MD</u> *Sick/injury care *Medical Supplies *Medication *Reproductive Health <u>Counseling Services by Licensed</u> Mental Health Counselors *Balancing College Life *Stress Management *Anxiety & Depression <u>Health Promotion Services</u> *Prevention Programs *Peer Education *HIV Testing/Counseling	*Tutoring services *Test Accommodations *Writing center *Presentation Coaching
Monday- Friday 8:30am- 4:30pm	Monday- Friday 8:30am- 4:30pm	Monday- Friday 8:30am- 4:30pm	Monday-Friday 9-5	Monday - Friday 8 am- 4 pm & Evening Tutoring
Registrar's office	Residence Life & Housing	Student Success Center	Community Standards	University Police
Kunsela Hall- 2 nd floor Registrar@sunypoly.edu 315-792-7262	Campus Center 2 nd Floor Reslife@sunypoly.edu 315-792-7810 Director: Jennifer Adams	Cayan Library 315-792-7312 Director: Michelle Kent-Landes	Res Life Suite- Campus Center 2 nd floor Director: Megan Wyatt Lennon 315-792-7530	Kunsela Hall Chief Gary Bean Non- Emergency:315-792-7222 Emergency: 315-792-7111
*Graduation *Transcripts *Proof of enrollment * Certifications *Registration *Grades/Records *Course Withdrawals *Withdrawal from College	*On-campus housing *Roommate concerns *In-hall programming *Support for residents	*Adding/Dropping class *Degree Audits *Tutoring services *GPA calculating *Study Skills *Time Management *Grade Tracking *Goal Setting	*Educate students about their rights and responsibilities through the enforcement of the Student Code of Conduct *Help students navigate conflict situation with peers *Provide an opportunity for students to develop good decision making skills and civility.	*Safety & law enforcement *Parking & Traffic *Keys & Access Policy *Vehicle policies & Forms *Anonymous witness form
8:30-4:30	Monday - Friday 8:30am- 4:30pm	Monday - Friday 8:30am - 4:30pm	Monday - Friday 8:30am- 4:30pm	

**SUNY
POLY**