STONY BROOK

STATE UNIVERSITY OF NEW YORK

School of Professional Development
Bulletin

About The SPD Bulletin

The information in this publication is accurate as of August 2012. This document contains information related to admissions, enrollment, academic policies and procedures, and graduation. Graduate program requirements and course information are provided on the SPD Website at *www.stonybrook.edu/spd/graduate*. Course schedules, textbook and enrollment information specific to each term is available on the SOLAR System at *http://www.stonybrook.edu/solarsystem*.

All applicants are reminded that Stony Brook University is subject to the policies promulgated by the Board of Trustees of the State University of New York. Fees and charges are set forth in accordance with such policies and may well change in response to alterations in policy or actions of the legislature. Because it falls outside of the School of Professional Development's purview, specific tuition information is not published in this Bulletin. Students and applicants are directed to the Office of Student Accounts website:
www.stonybrook.edu/bursar/tuition/tuition-and-fee-rates.shtml

The University reserves the right to amend the SPD Bulletin and/or Website at any time and without notice to reflect modifications in policy, law, or regulation. Potential alterations might include, by way of example only, degree requirements, course offerings, fees, and calendar listings.

Federal and State regulations as well as external accreditation regulations supersede information in the Bulletin.

Campus Safety

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Departmentof Education. Contact University Police at (631) 632-6350. Visit the United States Department of Education Web site for campus data statistics *ope.ed.gov/security/index.aspx* and search for Stony Brook.

Disability Statement

The Americans with Disabilities Act (ADA), which became effective January 26, 1992, requires that individuals with disabilities be afforded equal opportunity in the areas of public services and programs, employment, transportation, and communications. Prior to this federal legislation, the University had been subject to similar provisions under Sections 503 and 504 of the Rehabilitation Act of 1973. In compliance with the ADA's broader definition of disabilities, the University makes concerted efforts to provide reasonable accommodation and access to services and programs.

For more information contact:

Assistant ADA Coordinator, Disability Support Services
128 Educational Communications Center
Stony Brook University
Stony Brook, NY 11794-2662

This publication can be made available in alternative format upon request.

Contact Information

The School of Professional Development's telephone number is 631-632-7050 and its Website can be found at *www.stonybrook.edu/spd*.

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Statement of SPD Student Responsibility

SPD students themselves—whether new, returning, or continuing—are responsible for reviewing, understanding, and adhering to their degree and/or certificate program requirements. All SPD students (including Non-matriculated Graduate Students/GSP) are responsible for reviewing, understanding, and complying with University and SPD regulations, policies, and procedures, as described in all official publications, and the SPD website, *www.stonybrook.edu/spd,* including, but not limited to, SPD's online references, the SPD Bulletin and each term's SPD Academic Calendar (and/or the Registrar's Calendar for School of Professional Development/SPD).

Dean's Message

Dear SPD Student:

On behalf of the School of Professional Development (SPD), as well as personally, I am delighted to welcome you to our SPD family. I am sure that you will find, if you have not already, that our school's entire staff is supportive of your decision seeking further education at Stony Brook University.

For almost fifty years our mission has been to extend graduate education to working adults. We do this with on-campus courses scheduled in the evenings and on weekends, off-campus courses throughout Long Island, and online via our popular SPD Online program.

I hope that this flexible array of choices will work for you and that you are able to achieve your goals in a timely way, while at the same time benefiting from a superb program.

With best wishes for your success,

Paul Jay Edelson, J.D., Ph.D.

Dean

Admissions

Prospective students for School of Professional Development (SPD) programs may apply online by visiting *www.stonybrook.edu/spd/graduate* and selecting the appropriate program. Admission requirements and application deadline dates may be found on the respective program pages.

Matriculated Status
Each academic program has its own admissions requirements. Refer to the guidelines described in each program description.

Candidates who have undergraduate transcripts indicating a grade point average (GPA) below 2.75 will be considered for conditional admission. Conditionally admitted part-time students must achieve a 3.00 GPA after completing six graduate credits. Full-time students (12 or more credits) must achieve a 3.00 GPA after their first semester. If a 3.00 GPA is not achieved as above, the student will not be permitted to re-enroll.

Non-Matriculated Graduate Student (GSP) Status
SPD represents the University's (West Campus) non-matriculated graduate students. A student who has a baccalaureate degree and is interested in taking undergraduate or graduate courses, as available to GSP students, at Stony Brook without working toward a degree or certificate, may apply for admission as a Non-matriculated Graduate Student (GSP).

US Citizens
1.   Complete a non-matriculated graduate student application, indicating that a baccalaureate degree has been awarded. The form is available on the SPD website at *www.stonybrook.edu/spd/graduate*.

2.   Complete Immunization Record and submit to the Director of Student Health Service. Do not submit to SPD.

3.   Submit the online application and $80 fee (payable online by credit card, or by mailing a U.S. check or money order to SPD).

Permanent US Residents
In addition to the procedures for U.S. citizens, permanent residents must submit a photocopy (front and back) of an alien registration (green) card.

General Guidelines for Non-matriculated Graduate (GSP) Students
- Enrollment in a department's graduate courses does not entitle a non-matriculated student to candidacy for a department's degrees or graduate certificates. Students must formally apply and be admitted to a degree or certificate program.
- Non-matriculated graduate students who are accepted to a second baccalaureate degree at Stony Brook must submit an Academic Standing Petition to SPD for approval to transfer a maximum of 12 undergraduate credits from their graduate record to their undergraduate record.
- The *maximum* number of graduate credits that one may earn as a non-matriculated graduate student that may later be considered for any Stony Brook graduate degree is **12**; for certificates, the maximum is **6** credits.
- Students are advised to enroll early for the best course selection. Check the SPD website or the SOLAR System to find out when Open Enrollment (for non-matriculated graduate students) begins.
- Graduate cumulative grade point averages (GPA) will be based on all graduate courses taken at Stony Brook, including those taken as a non-matriculated student or as any other Stony Brook graduate major.
- Non-matriculated students who do not enroll in Stony Brook courses for three full consecutive semesters/terms must submit a new application and nonrefundable application fee to SPD.
- Keep all Stony Brook records, including departmental correspondence, payment and registration receipts, grade reports, and this document for reference and verification.
- Non-matriculated students are usually **not** eligible for financial aid. Check with the Financial Aid office at 631.632.6840.
- Tuition rates for non-matriculated students are based on the course level.
- Students who anticipate being accepted into a graduate program at Stony Brook should check in advance with the appropriate department to make sure the courses in which they wish to enroll are applicable to their desired graduate degree program.

International Student Applicants
In addition to the application and admissions requirements listed in this publication, international students who plan to study in the United States must meet certain eligibility requirements. Students should consult an International Student adviser in the Office of International Services, E-5310 Melville Library, for detailed information or individual advisement. Tel. 631.632.4685.

English Proficiency

Stony Brook University has established minimum English language competency requirements for admission to graduate study and for receiving support as a graduate student. Under certain conditions students may be admitted without meeting the admission requirements, but under no circumstances may a student teach in a laboratory or class until they have demonstrated a proficiency in English.

There are specific requirements non-native speakers of English must fulfill to be admitted to graduate study. All students must declare their native language as part of the admission process. A native speaker of English normally learned English as a child and uses English as his or her primary language both at home and in educational settings. All students who are not native speakers of English must demonstrate proficiency in English. These students must submit a TOEFL paper score of at least 550 or a TOEFL computer-based score of at least 213, or an Internet-based score of at least 90 for admission. **Applicants must forward TOEFL Scores to SPD using Stony Brook's code of 2548**. For additional information, go to *www.toefl.org*. Admission to graduate study for non-native speakers of English is contingent upon satisfactory fulfillment of this requirement. Intentional misrepresentation by a student of his/her native language is academic dishonesty.

Financial Verification

International students who are admitted to a degree or certificate program at Stony Brook University will need to obtain a Certificate of Eligibility form from the University in order to enter or remain in the U.S. in F-1 Student or J-1 Exchange Visitor status. This applies to new students, transfer students from another U.S. university, or to students from another SUNY campus.

The Certificate of Eligibility form is available to download from the Visa and Immigration Services website at *www.stonybrook.edu/iaps/international,* or pick up at the Office of Visa and Immigration Services, E-5310 Melville Library.

Mandatory Health Insurance

For information regarding SUNY's mandatory student health insurance, contact the Student Health Insurance Office in the West Campus Health Service (Infirmary). The phone number is 631.632.6740. All international students in F or J status are required to obtain health insurance.

Immigration Status

An F-1 or J-1 international student MUST take a full-time course of study (typically at least 12 credits per semester), must attend a mandatory orientation program, and must consult with an International Student Adviser upon arrival and BEFORE (1) accepting off-campus employment, (2) traveling outside of the United States either temporarily or permanently, (3) applying for a U.S. visa abroad, (4) transferring to another institution within the United States, (7) changing to another non-immigrant or immigrant status (for example: from F-1 to "permanent resident"), or (8) changing his or her major or level of study. To maintain student status, an international F-1 or J-1 student must be enrolled full time every semester/term and have a valid passport, Form I-94 and Certificate of Eligibility Form I-20 or Form 2019.

F-1 international students transferring from other schools in the United States must have their Certificates of Eligibility, Form I-20, processed for transfer by an International Student Adviser at Stony Brook by the 15th day of classes in order to maintain F-1 status in the United States. J-1 students must complete this process before commencing study at Stony Brook. All international students are required to attend a mandatory orientation program and must meet with an International Student Adviser within the first two weeks of classes for an intake interview.

Financial Aid Eligibility

Non-matriculated graduate (GSP) students normally do **not** qualify for financial aid. However, there is a "Course of Study Form" obtainable through the Financial Aid Office that may be applicable for the purpose of receiving financial aid. For information regarding your options, please contact the Financial Aid Office at 631.632.6840.

Post-Baccalaureate Study

Biomedical Engineering

The Post-baccalaureate Program in Biomedical Engineering (PB-BME) is designed for the student who has a bachelor's degree in the life sciences or liberal arts (and in some cases engineering or physics) and wishes to pursue graduate studies in biomedical engineering, but lacks the required courses for direct admission. With approval from the BME graduate program director, the student who does not qualify for admission may be granted permission to complete required undergraduate courses by submitting a non-matriculated graduate student (GSP) application to SPD, which allows the student to register for pre-requisite undergraduate courses.

For information, go to *bme.sunysb.edu/grad/pb-bme.html.*

Pre-Medical/Pre-Dental

Post-baccalaureate students may take coursework at Stony Brook University to prepare for careers in medicine, dentistry, or other health-related fields. Under-prepared students (those who lack requisite math and science courses) may make up course deficiencies by enrolling in the appropriate undergraduate courses with Non-matriculating Graduate Student (GSP) status. The undergraduate coursework, coupled with the advisement resources of the Academic & Pre-Professional Advising Center (Melville Library, second floor, Room E2360) will help prepare the student for the application process to medical school.

Students accepted into this program will participate in a special orientation program to be organized jointly by the Academic and Pre-Professional Advising Center and Student Orientation Office. This select student group will be academically advised and tracked throughout their time at Stony Brook by the pre-professional advising staff. Stony Brook may nominate up to five eligible post-baccalaureate students per year for linkage (a special fast track admission) to Stony Brook's medical school. All students admitted to the program are expected to maintain a 3.0 cumulative grade point average.

U.S. Veterans

SPD's graduate programs have been approved for the training of veterans and other eligible persons in accordance with the provisions of Section 3675, title 38, U.S. Code. For further information, contact the University's Office of Veterans' Affairs, at 631.632.6700.

Academic Policies and Procedures

Academic Advising

Advisement appointments are available, though not required, to matriculated students either by phone or in person. To schedule a convenient advisement appointment, call 631.632.7050 (option 3).

Important Note: Although students are encouraged to schedule advising appointments at periodic intervals during their degree or certificate program of study to ensure defined program requirements are being met, each student is individually responsible for meeting program requirements.

Academic Standing

Students matriculated in a master's degree or certificate program are required to maintain a 3.00 (B) cumulative GPA (grade point average) for all graduate courses taken at Stony Brook, as well as a 3.00 cumulative GPA for the credits used to earn the degree or certificate. If a student's cumulative GPA falls below 3.00 the student is *automatically* placed on Academic Probation.

Part-time students (less than 12 credits per semester) must achieve a 3.00 GPA after attempting six credits as a matriculated graduate student. If, after attempting six credits, a student's cumulative GPA is below 3.00, the student is **automatically placed on academic probation**. Students may then take six more credits within two more semesters to achieve a cumulative GPA of 3.00 or better. If a student achieves a cumulative GPA of 3.00 after six credits, the student will return to regular matriculated status. If the required cumulative GPA remains below 3.00 after six credits, the student is not permitted to re-enroll. Academic Dismissal from his/her program follows.

Full-time students (12 or more credits per semester) are **automatically placed on academic probation** when their cumulative GPA falls below 3.00. If a student achieves a cumulative GPA of 3.00 by the end of the next term/semester, the student will return to regular matriculated status. If the cumulative GPA remains below 3.00 after one full-time semester on probation, the student will not be permitted to re-enroll. Academic Dismissal from his/her program follows.

NOTE: When a student is academically dismissed from a degree or certificate program, the student may petition SPD for approval to continue taking classes as a Non-matriculated Graduate Student (GSP)—provided the requisite GSP application and nonrefundable application fee are submitted to SPD—in an effort to raise his/her cumulative GPA to 3.00 or better. Once a cumulative GPA of 3.00 is attained, the student may petition SPD for readmission/rematriculation in the student's original degree or certificate program, provided the original degree or certificate completion date has not lapsed.

Exceptions to Academic Regulations

Any SPD student who finds that extraordinary personal circumstances seem to require that an exception be made to an academic policy, rule, or regulation may petition SPD's Committee on Academic Standing. The petition form is available on the SPD website:
www.stonybrook.edu/spd/assets/pdf/casform.pdf

The Committee deals solely with academic rules and regulations and is not authorized to rule on requests for waivers on financial regulations. All inquiries regarding financial matters must be addressed to the Office of Student Accounts, 631.632.2455.

Standards of Academic Conduct

The University expects cooperation from all its students in developing and maintaining high standards of scholarship and conduct. Students are expected to meet academic requirements and financial obligations, as specified throughout this publication in order to remain in good standing. Certain non-academic rules and regulations must also be observed (see "Maintenance of Public Conduct").

In accepting admission, students indicate willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the University to take such disciplinary action, including suspension and/or dismissal, as deemed appropriate. University authorities will take action in accordance with due process.

Academic Honesty

The University considers intellectual honesty to be the cornerstone of all academic and scholarly work and views any form of academic dishonesty as an extremely serious matter. Graduate students may be dismissed upon proof of violation of professional standards and academic honesty.

Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned.

For detailed information, SPD's "*Policies and Procedures Governing Academic Dishonesty*" is available at *www.stonybrook.edu/spd/assets/pdf/dishonesty.pdf.*

Credit Guidelines

Credits earned as a Non-matriculated Graduate Student (GSP)

The maximum number of graduate credits earned at Stony Brook as a non-matriculated graduate student that may be considered for application toward any Stony Brook graduate degree program is 12; for graduate certificates, the maximum number is 6.

Credits More Than 5 Years Old

Under certain conditions, returning students may petition SPD to evaluate credits than are more than five years old, and no older than 10 years, to be applied to their current program. Grades in such courses must be B or higher (B-grades are not eligible for review). A course that is both over five years old when a student is admitted or readmitted to an SPD degree or certificate program and carries a grade below B is ineligible for review and may not be used to satisfy SPD program requirements. Students requesting an individual review of such courses are required to have a cumulative grade point average of 3.00 or higher.

Duplicate Credit

Matriculated Stony Brook graduate students who complete graduate courses in programs other than SPD degrees or graduate certificates may petition SPD's Committee on Academic Standing to have these courses included in an SPD program provided the courses have not been used to complete another Stony Brook graduate diploma, certificate, or degree at the same level. (For instance, students who have completed a graduate certificate in Human Resource Management may not use courses within this certificate for another certificate. Students who complete one master's degree may not use the same credits for another.) These courses must carry grades of B or higher (B- grades are excluded) and be relevant to SPD degree and certificate course work requirements.

Workload

SPD's programs are graduate level, with high expectations and a considerable workload. Students should allow at least the traditional three hours of study/preparation for each class contact hour each week.

As SPD online courses run for ten weeks, online students typically have a heavier workload than their traditional counterparts. Students must be willing to commit to a minimum of 10 to 15 hours a week to each online class. Accordingly, new online students are encouraged to enroll in only one online course and returning online students are encouraged to limit their enrollment to two online courses.

Access to libraries is necessary for many courses and should be considered when planning a schedule and curriculum.

Transferring Credits

Forms to request the transfer of credits or prior approval to do so are available on the SPD website under "Forms, Policies & Publications for Graduate Students," or go to: *www.stonybrook.edu/spd/current/forms.html*

SPD students interested in transferring external credits to Stony Brook must adhere to the following criteria:

1. Graduate credits will be eligible for review or transfer after the student has matriculated in an SPD degree or graduate certificate program.
2. A student may request to transfer a **maximum of six** graduate credits toward an SPD Master's degree or **three** graduate credits toward an Advanced Graduate Certificate. These credits must be from institutions authorized by recognized accrediting agencies to grant graduate degrees, and they must be applicable to graduate degree or certificate programs offered by these institutions as well as those of Stony Brook.
3. Credits must be graduate level and in keeping with the graduate studies offered at Stony Brook.
4. Credits must carry the grade of B or better (B-grades are not acceptable). Pass or Satisfactory grades are not transferable unless these grades can be substantiated in writing by the former institution as being at least B quality. The grades for credits transferred from other institutions are not included in any grade point average calculation or in any evaluation of academic standing in an SPD program.
5. Credits **may not be more than five years old** at the time of admission or readmission to matriculated status.
6. Credits used to fulfill a requirement for a baccalaureate or another graduate diploma, certificate, or degree may not be transferred to an SPD program.
7. Transferred courses may not be used to satisfy the Foundation courses in the MA in Higher Education Administration program, the Liberal Studies Core requirements in the MALS program, or the Core Curriculum requirements in the MPS degree programs.
8. If a transferred course has been determined to have a Stony Brook equivalent, this equivalent course may not be taken for credit toward an SPD Master's degree or Advanced Graduate Certificate.

9. After admission to an SPD program, **prior approval must be obtained** from the transfer credit advisor **to request transfer of courses from an external institution for SPD credit**.

10. Credits earned through correspondence, travel, or video courses, or credits earned through examination may not be transferred. Credits earned through other specially formatted programs (those that are not offered in a traditional semester-long format) may be considered for transfer provided they comply with all of the above transfer policies. In addition, students must supplement a completed Transfer Credit Request form with additional documentation as outlined on the accompanying Cover Sheet to the Transfer Credit Request form.

Change in Course Descriptor/Identifier

Any change in course designator status, adding or deleting a course designator, may not be retroactively applied beyond the academic year in which the course designator change takes place. The academic year is defined as Fall through the following Summer.

Contact and Demographic Information

To avoid any lapse or delay in receiving correspondence from the University or SPD, students are *required* to update their address, e-mail address and telephone number(s) in their SOLAR account whenever there is a change.

E-mail

E-mail is the primary communications method that SPD uses to contact its students. In addition to sending individual e-mails, SPD utilizes an e-mail service to send occasional e-mails to large groups of students. SPD does not send "spam" e-mail, nor does it share student contact information with any person or organization outside of the University. By accepting SPD's offer of admission to one of its programs, students are "opting in" to receive these e-mails. Because the e-mail service manages the e-mail list, each e-mail message contains a link to "opt-out." Students should be aware that if they choose to "opt-out" they may miss information that is pertinent to their academic career.

Name Change

A student who needs to record a name change must provide copies of two forms of documentation for verification, one of which must be a picture I.D., such as a driver license. Approved forms of documentation include a driver license, passport, marriage certificate, or court action papers. Legible copies of these documents may be mailed, faxed or delivered to SPD, or presented in person to the Office of the Registrar.

Enrollment Information

Please Note: The information contained in this section is not date-specific. Students must consult SPD's Academic Calendar (published online) for specific program and deadline dates.

Students are also responsible for every enrollment transaction that they perform on SOLAR. This includes, but is not limited to, adds, drops, withdrawals, and waitlist transactions. Students are advised to confirm every enrollment transaction performed on SOLAR by reviewing his or her course schedule or unofficial transcript in SOLAR.

Enrollment Appointments
Students admitted to a degree, graduate certificate, or post-master's certificate program will be assigned an Enrollment Appointment each term for online enrollment. The Enrollment Appointment signals the date and time a student may begin to enroll online via his or her SOLAR account. (All enrollment is done online.)

Enrollment Appointments are assigned based on class standing, which is defined by the number of credits completed at the time of enrollment: G2=24 or more credits; G1=less than 24; G0=non-matriculated graduate student (regardless of the number of credits completed). Non-matriculated graduate students (GSP) are not assigned Enrollment Appointments, but may begin to enroll during the Graduate Open Enrollment period.

Enrollment Appointments are posted on the SOLAR System. It is the student's responsibility check his or her Enrollment Appointment posted to his or her SOLAR account. Enrollment Appointments will be posted prior to the start of the advance registration period. Advance registration begins in November for the following spring and in April for summer and the following fall. For best course selection, students are encouraged to enroll as soon as they are eligible.

Online Enrollment using the SOLAR System
The SOLAR (Student On-Line Access to Records) System allows students to enroll for courses; add/drop/swap classes; waitlist classes; view academic records; view financial aid and billing information; update personal information; and check student employment opportunities. To access the SOLAR System, go to *www.stonybrook.edu/solarsystem*

Students need their Stony Brook ID number (not their Social Security number) to access the SOLAR System for enrollment. Each new student will receive his or her Stony Brook ID number upon admission. Before enrolling,

students should access the tutorials published on the SOLAR System website.

Waitlist
Some SPD courses use SOLAR's waitlist function. If a course is closed/full, students have the option of adding their name to a waitlist. If a space becomes available, the waitlisted student is automatically enrolled in the course.

A student will not be enrolled from the waitlist if he or she

- has another course at the same time
- is already enrolled for another section of the course, or
- is already enrolled for the maximum number of credits permitted

If any of these issues are resolved, the waitlist will enroll the student according to their waitlist position as space becomes available.

Students are responsible for monitoring their waitlist status. **Students will receive an e-mail that alerts them to check SOLAR for a message about their enrollment status when they are enrolled from the waitlist.** Students should ensure that their e-mail addresses are correct in SOLAR and that they can receive mail from the "stonybrook.edu" and "sunysb.edu" domains. Even with these precautions, SPD recommends that all waitlisted students log into SOLAR and check their schedules periodically through the add/drop periods. If a student no longer wishes to be on a waitlist, he or she should drop the course before tuition liability is assessed. Students who place themselves on a waitlist for a course and are subsequently enrolled are responsible for all tuition and fees.

Late Enrollment
Students who have not enrolled prior to the start of classes are considered to be enrolling late and are assessed a late registration fee.

Refer to the Bursar's website: *www.stonybrook.edu/bursar*

Changes in Enrollment and Withdrawals
Please note that neither non-attendance, non-payment, nor notification to an instructor constitutes official enrollment or withdrawal.

Students who wish to make an enrollment change or withdraw from a course must follow the University's and SPD's procedures. Changes in enrollment or class withdrawal do not relieve the student of financial liability to

the University. Please refer to refund policy and tuition liability schedule published on the Bursar's website: *www.stonybrook.edu/bursar*

Service Indicators

Students who have negative service indicators (office/enrollment blocks) on their records (such as SPD, financial, traffic or health) are not eligible to enroll in classes until the situation is resolved and the blocks are removed.

Add/Drop Procedures

Students may add and drop courses using SOLAR. Consult the online SPD Academic Calendar for add, drop, swap, and withdrawal deadlines.

Closed Courses and Courses Requiring Permission

In-Person Courses

If an instructor approves a student's request to be added to a course past the deadline for adding classes, the instructor will notify SPD to assign the student permission to enroll in SOLAR. Permission notification will appear in the Message Center in the student's SOLAR account. The message will indicate that the permission has been approved, instruct the student on how to enroll, and list the expiration date by which the student must enroll himself/herself via SOLAR. Students are generally given a window of 24-48 hours in which to process their enrollment.

For Ten-Week SPD Online Courses:

The ten-week SPD Online term is shorter than the traditional semester. Accordingly, there are different drop dates for online students. Be sure to check the SPD Online Academic Calendar, which is posted on the SPD website. Go to *www.stonybrook.edu/spd/graduate/calendar*

Registering for Maximum Number of Credits

Eighteen (18) credit hours per semester is the maximum load for SPD students. Non-matriculated students or matriculated students who have completed fewer than 24 credit hours are considered part-time if they enroll for 1-11 credits and full-time if they enroll for 12 or more. Once students have completed 24 credits, they are considered part-time if they enroll for 1-8 credits and full-time if they enroll for 9 or more credits.

Cancellation of Enrollment (Deletion of Courses)

Before the semester begins and through the published deadline to drop courses without a "W"/Withdrawal being recorded, students may cancel (delete) enrollment from their academic record via SOLAR.

Withdrawal from One Course or a Portion of a Semester's Registration

After the published Drop deadline (see the online SPD Academic Calendar), students may withdraw from a course or courses until the published Withdraw deadline. A "W" (Withdrawal) will appear on the official academic record after the course title. Depending on the withdrawal date, a student may request a partial tuition refund in writing from the Office of Student Accounts. Refer to the Tuition and Fee Liability Schedule for information on the Bursar's website: *www.stonybrook.edu/bursar/withdrawals.shtml*

After the published deadline to Withdraw, a student must submit an Academic Standing Petition (petition) to SPD's Committee on Academic Standing to request permission to Withdraw from individual courses. Written/e-mailed agreement to the Withdrawal from the instructor of record is required.

Procedure for Withdrawal from All Courses (Withdrawal from the University)

Until the published deadline (see SPD's online Academic Calendar), students may Withdraw from all courses that comprise their enrollment/registration. Depending on the Withdrawal date, students may request a partial tuition refund from the Office of Student Accounts. Refer to the Tuition Liability Schedule for information.

After the published deadline to Withdraw, a student must submit a petition to the SPD Committee on Academic Standing to request permission to withdraw from the University. Written/e-mailed permission from each instructor is required.

The petition form may be printed from the SPD website: *www.stonybrook.edu/spd/current/forms.html*

SOLAR (Student On-Line Access to Records)

SOLAR terminals are available in the Student Services Lobby in the Administration Building. Academic information, including class schedules, grades, courses in progress, prior course history, as well as student account information, is available. SOLAR may be accessed on the web at: *www.stonybrook.edu/solarsystem*

Students will find SOLAR tutorials on the SOLAR system website.

Registration in Non-SPD Graduate Courses

Students who wish to enroll in graduate courses other than those listed on the SPD website are advised to obtain the appropriate departmental permission. Failure to obtain departmental permission may result in de-registration from

the course by the academic department through which the course is offered.

Registration in Undergraduate Courses

No undergraduate courses (Stony Brook courses numbered 100-499) may be used to meet the requirements for any graduate degree, graduate certificate or post-master's program. However, undergraduate courses may be taken at the student's discretion provided that any prerequisites are met and enrollment is open to all students.

Registering for Repetitive Credit

Students should **not** register for a course with the same number and title as one they have previously taken, unless the description clearly states that it may be taken for repetitive credit, or if it is a special topics course whose subtitle is different each time it is taken. Example: CEE 598, Topics in Teacher Education: Cultural Values.

A student who fails a course may repeat it. However, a passing grade in the repeated course will not eliminate the original failing grade on the student's transcript; both will be included in calculating the cumulative grade point average on the official graduate record.

Exception: Students may elect to retake one course for which a failing grade (F) was earned. Students who earn a passing grade in the repeated course may petition SPD's Committee on Academic Standing to request a *substitution* of the passing grade for the failing grade in the calculation of the cumulative GPA. This option may be exercised for one F grade only. This option does not apply in those instances in which the F grade has been issued as a penalty for academic dishonesty.

Registering for Graduate Courses as an Undergraduate

Advanced Stony Brook undergraduates with a superior academic record (GPA 3.25 or better) may submit a request to enroll in up to six credits of graduate work. Permission of the course instructor and either the Graduate School or SPD (depending on which office is responsible for the course) is required. Students must discuss their intention to take graduate courses with their advisors and/or undergraduate program directors to assess whether the credits will be applicable to their undergraduate degree requirements.

Courses numbered 500 or above may not be used to fulfill distribution requirements or used for certain major requirements. No undergraduate student may enroll for a total of more than six graduate credits. Graduate courses taken while a student is an undergraduate remain part of the undergraduate record. The exceptions are as follows: undergraduates seeking graduate credit for graduate courses must be enrolled in a bachelor's/master's combined degree program or have been accepted for graduate study at Stony Brook during their senior year.

Undergraduate students must request permission to enroll in graduate courses, using the appropriate Permission form, available from SPD or the Graduate School, and must demonstrate they will not exceed the six-credit limit before attempting to enroll in any graduate or SPD course. Permission is granted by SPD for SPD courses only on a space-available basis during Final Registration week. Students must present the signed form to the Office of Registrar to enroll for the course.

Financial Information

Financial Charges

SPD does not provide scholarships or other financial support to its students. All fees and charges are to be paid in full or properly deferred by the billing due date indicated on the billing statement, which is electronically posted to the student's SOLAR System account. **Paper bills are no longer mailed to any student. All billing notifications are sent electronically.**

Failure to satisfy financial obligations will prevent a student from receiving academic credit, transcripts, diplomas, and certifications, as well as from registering for future semesters. All published fees and charges may be subject to change without prior notice. The Time Option Payment Plan (TOPP), provided by the Office of Student Accounts, offers the option of paying by installments**. Questions regarding any and all financial matters should be directed to the Office of Student Accounts at 631.632.2455 or visit their website at:** *www.stonybrook.edu/bursar/*

Financial Liability

Students may access their SOLAR System account to register (enroll), de-register/withdraw/drop (according to published deadlines), check financial aid and student account balances, and make credit card payments.

Students who elect to put themselves on automatic waitlists are financially responsible for any tuition and fee charges that result from registrations/enrollment generated from the waitlists.

Students may cancel or withdraw through the SOLAR System during the add/drop period as specified in the SPD Academic Calendar (published on the SPD Website). Students should consult the Bursar's tuition and fee liability schedule before processing any enrollment transactions. The Bursar's website is available at *www.stonybrook.edu/bursar*

Students will be held financially liable for their enrollments unless they officially drop or withdraw themselves (via SOLAR) by the published deadline dates. Neither non-attendance, non-payment, nor instructor notification constitutes official cancellation or withdrawal.

Outstanding Balances

Students with an outstanding balance on their student account are not eligible to enroll in classes at the University. No student may receive a degree, certificate of completion or transcript until all charges due to the University or any of its related divisions are paid in full. Delinquent accounts may be transferred to private collection agencies or the New York State Attorney General's Office for collection, and are subject to additional fees/fines and interest from the collection agency.

Refund Policy

Students who officially withdraw from the University or reduce the number of credits for which they are registered may be entitled to a prorated refund of paid tuition or a prorated adjustment of tuition charges billed based on the Bursar's tuition liability schedule. Fee charges billed will not be removed or refunded after the first week of classes.

All refund requests must be in writing. Refund information is available on the Bursar's Website: *www.stonybrook.edu/bursar*

Withdrawals

A student withdrawing shall be responsible for payment of tuition and all fees in accordance with the Tuition Liability schedule. The withdrawal date recorded by the Registrar's office will be used as the official withdrawal date for tuition adjustment purposes. A student may appeal the refund policy provided the student has not completed more than one-half of the term and the student will not receive any academic credit for any classes enrolled for that term. The student must submit in writing a request for removal of tuition charges within 30 days after the last day of classes for the term in which the tuition and fees were incurred. Refund information is available on the Bursar's Website: *www.stonybrook.edu/bursar*

Dismissals

A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for tuition and fees due for the term according to the Tuition and Fee Refund Schedule.

Financial Aid Implications

Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of Federal financial aid a student has earned as of the date in which the student's withdrawal is processed by the Office of Records. The amount of Federal financial aid returned to federal aid programs is determined by the amount of time the student spent in academic attendance, but has no relationship to the institutional charges incurred by the student. After 60% of the semester has passed, students have earned 100% of the Federal financial aid awarded to them.

Please consult with an advisor in the Office of Financial Aid, 631.632.6840, before you officially change your enrollment

status or withdraw from the University, as your financial aid may be impacted by any status changes.

Application Fees

All application fees are paid directly to SPD and are non-refundable. Fees are subject to change without notice.

Non–Matriculated Graduate Student (GSP) Application

The non-refundable application fee is $80, payable each time the student submits an application to SPD for eligibility to enroll as a non-matriculated student. This payment must be submitted to the SPD office separate from any other payment to the University. If more than three semesters/terms lapse between enrollments, a new GSP application and fee are required before a student is eligible to enroll.

Matriculated Student Application

The non-refundable application fee is $100, payable at the time an applicant submits an application to matriculate into an SPD Master's Degree, Advanced Graduate Certificate, or Post-Master's Certificate program.

Enrollment Fees

The University collects various enrollment fees (e.g., college fee, technology fee, etc.) in addition to tuition. A complete breakdown of enrollment fees is listed on the Bursar's website. All fees are non-refundable (unless the student withdraws during the first week of classes). SPD does not collect enrollment fees or tuition. Fees and charges are subject to change without notice. Students who have specific questions about fees should call the Office of Student Accounts, at 631.632.2455 or refer to the Bursar and Student Accounts Web page at *www.stonybrook.edu/bursar*

Fee Waivers

SPD students studying off-campus or online for the full semester/term may be eligible for a waiver of some fees. Visit the Bursar's website at *www.stonybrook.edu/bursar*

Graduate Tuition

A matriculated student is charged tuition at the rate of his or her program for all courses in which he or she is enrolled, regardless of course level and regardless of whether any course is to be included in his or her degree program. A non-matriculated student is charged tuition at the rate applicable to each course by the course level. This means that a matriculated graduate student must pay for undergraduate courses at the graduate level. Requests to change from matriculated to non-matriculated status to pay the lower rate for undergraduate courses will not be approved by SPD.

Tuition rates are published on the Bursar's website: *www.stonybrook.edu/bursar*

New York State Residency

Students interested in establishing New York State residency for tuition purposes only must file a petition with the Student Accounts Office. The completed petition and supporting documentation must be submitted by the end of the second week of classes to be considered for the current semester.

For information, call 631.632.2455 or go to *www.stonybrook.edu/bursar*

Lifetime Learning Tax Credit

College juniors and seniors, graduate and professional degree students, and returning adult students may be eligible for the Lifetime Learning Tax Credit. The benefit amount is 20% of up to $5,000 in tuition and fees, providing a maximum credit of $1,000.

Students are advised to discuss this option with their accountant, tax advisor or the IRS to see how they may be affected.

Grades

Grading System

Graduate students are graded using the following system:

A = 4.00   B+ = 3.33   C+ = 2.33   F = 0.00

A- = 3.67   B = 3.00   C   = 2.00

               B- = 2.67   C- = 1.67

Neither "D," nor "P/NC" (Pass/No Credit), nor "R" (pending completion of second semester of a year-long course) are approved grades for graduate students. However, the following marks may be assigned at the end of the term/semester, if appropriate:

I (Incomplete): This is an interim grade occasionally given by instructors to allow a student extra time to complete course requirements after the end of classes. Students are not automatically entitled to this privilege. Incompletes are usually granted only upon evidence that good cause (serious, protracted illness, for example) prevented completion of course requirements. The granting of Incompletes must be approved by the instructor before the end of the term.

NOTE: "I"/Incomplete grades are not given in Project Seminar courses because these courses are graded on a "Satisfactory" or "Unsatisfactory" basis. "Incomplete" grades are rarely granted to students taking online courses because required discussion participation is time-sensitive and thus cannot be completed at a future date.

The grade of "I"/Incomplete must be resolved by the deadline set by the instructor or the deadline cited each term in the online SPD Academic Calendar, whichever comes first. In granting a grade of "I", the instructor signifies a willingness to receive student work after the class has ended and to assign grades within deadlines. If a student receives an Incomplete and does not complete the work necessary to remove it by the published deadline for SPD students (unless the instructor has stipulated an earlier deadline) the "I" will automatically convert to an "I/F" (Lapsed Incomplete). The "F" is then calculated into the student's overall GPA.

NR (No Record): An instructor may assign a mark of "NR" to students who have never, to the instructor's knowledge, participated in the course in any way. An "NR" report is not to be interpreted as a grade, but only as an indication of a state of affairs that requires prompt resolution, such as the assignment of a "W"/Withdrawal, via SPD's Academic Standing Petition process. It is the student's responsibility to resolve the problem. "NR" grades are not computed in the GPA.

NOTE: Students are ineligible for graduation unless all grades of "I"/Incomplete, "NR" (No Record), and unreported grades are rectified prior to clearance for graduation, whether or not the course is being used to complete diploma (degree/certificate) requirements. Students may not be cleared for a degree/certificate if they have an open record.

S (Satisfactory): Indicates passing work in those courses so designated by a department, where the normal mode of evaluation is impractical. These courses include the Project Seminar courses in the MA in Higher Education Administration, MALS, MPS, and EDL programs; student teaching practica; and administrative internships. This grade does not affect cumulative GPA.

U (Unsatisfactory): Indicates unsatisfactory work in those courses so designated by a department, where the normal mode of evaluation is impractical. These courses include the Project Seminar courses in the MA in Higher Education Administration, MALS, MPS, and EDL programs; student teaching practica; and administrative internships. This grade does not affect cumulative GPA.

W (Withdrawal): Indicates Withdrawal ("W") from a course after the deadline to drop courses; it carries no further academic implication. Dates affecting the assignment of a Withdrawal/"W" are published in the online SPD Academic Calendar.

Change of Grade

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

Faculty legislation prohibits final grade changes on the basis of work completed after the official end of the course.

A final grade appearing on a student's academic record at the time of graduation may not be changed to any other grade subsequent to the graduation date.

The following must be approved by the SPD Committee on Academic Standing, via submission of an Academic Standing Petition (petition) to SPD: Grade changes to change an I/Incomplete to a letter grade after the SPD deadline to remove I/Incomplete grades; change an I/Incomplete to a letter grade after an instructor's extension has expired; or change an I/F (Lapsed Incomplete) to a letter grade. Petitions must be submitted no later than one

(1) calendar year from the term in which the student was enrolled.

Provided the instructor agrees to accept missing or late course work for grading purposes and the student's petition is approved, missing/late course work must be submitted within 15 days from the petition approval date.

If missing/late course work is not completed and submitted within 15 days, the petition is automatically revoked and the original grade stands as posted.

Grade Grievance

Grading is a University faculty member's prerogative as set forth in mandates from the University Senate. The quality of the student's work and resultant grade lies totally within the purview of the faculty member/instructor of record.

To address any grading issue, the student should first attempt direct resolution with the faculty member/instructor of the subject course. If a resolution is not reached, the student has the right to submit a written grievance to the Graduate Program Director or Chairperson of the Academic Department in which the faculty member resides for consideration by the departmental grievance and appeals committee.

Transcripts and Reporting of Grades

Grades are accessible online via SOLAR as soon as they are posted after End of Term. To view grades and your unofficial transcript, visit SOLAR.

Students may also order official transcripts from the Office of the Registrar via their SOLAR account. SPD DOES NOT ISSUE TRANSCRIPTS.

University policy does not allow staff to give grades over the telephone.

Graduation

Graduation Application

Submission of a graduation application to SPD is mandatory whether or not the graduating student plans to attend University Commencement or a departmental convocation. If a graduation application is not submitted as required, the degree or certificate will not be posted to the student's transcript and a diploma or other credential will not be issued.

Graduation application forms for SPD graduates are available on SOLAR. SPD students must submit applications by the deadline printed in the SPD Academic Calendar.

Graduation Eligibility

Students are eligible for graduation when they have met the published requirements for a degree and/or certificate. To qualify for graduation in any semester, students must have all academic requirements completed by the last day of that term.

In addition, all degree and/or certificate candidates must:

- Achieve at least a 3.00 (B) cumulative grade point average (GPA) for all graduate courses taken at Stony Brook, as well as a 3.00 cumulative GPA for the credits required to earn the degree and/or certificate. Grades earned in transferred courses are not included in any calculation of the cumulative GPA to determine eligibility for graduation.
- Degree candidates must complete all degree requirements within five years of matriculation; certificate candidates must complete all program requirements within three years of matriculation. Students who matriculate into a certificate program that is taken in collaboration with a graduate degree program have five (5) years for completion of the certificate from the term of matriculation into the degree program.
- Rectify all grades of "I" (Incomplete), "NR" (No Record) and Unreported Grades prior to clearance for graduation whether or not the course is being used to complete diploma (degree and/or certificate) requirements. Students may not be cleared for graduation if they have an open record (unrectified grades).

Commencement Ceremonies

There are two University-wide commencement ceremonies each year, one in May for candidates graduating at the end of the spring semester, and one in December for students completing requirements in the summer or fall.

Grievance Procedures

Resolution of a complaint about alleged unfair or improper treatment involving a course or departmental policy/practice should first be attempted with the faculty member or administrator directly concerned. If that fails, the student should submit a written grievance to the instructor's department head (chairperson or program director) for consideration by that department's grievance and appeals committee (as specified in Graduate School policy).

An appeal of a departmental decision or a problem that cannot be resolved at the departmental level may be submitted in writing to the Dean of the School of Professional Development for consideration by the SPD Committee on Academic Standing, which reports its recommendation to the Dean. **Exception**: SPD does **not** address grade disputes (see "Grade Grievance" on page 15).

Equal Opportunity and Affirmative Action

Stony Brook University does not discriminate on the basis of race, religion, sex, color, national origin, age, disability, marital status, or status as a disabled or Vietnam-era veteran in its education programs or employment. Also, the State of New York prohibits discrimination on the basis of sexual orientation.

Discrimination is unlawful. If you are a student or an employee of Stony Brook University and you consider yourself to be the victim of illegal discrimination, you may file a grievance in writing with the Affirmative Action Office within 45 calendar days of the alleged discriminatory act. If you choose to file a complaint within the University, you do not lose your right to file with an outside enforcement agency such as the State Division of Human Rights or the Equal Employment Opportunity Commission.

Any questions concerning this policy or allegations of noncompliance should be directed to:

Affirmative Action Officer
294 Administration Building
Stony Brook University
Stony Brook, NY 11794-0251
(631) 632-6280
www.stonybrook.edu/diversity

SPD Online Program

In addition to the policies and procedures mentioned in this publication, there are also guidelines for students who take courses through the SPD Online program.

Online Student Requirements

Online learning requires a unique combination of skills to succeed academically:

1. An online student must be willing to commit a minimum of 10 to 15 hours a week to each online class. Students taking an SPD Online course are required to log on and post on at least three separate days per week (but most log in daily). In addition to required course readings and assignments, a student needs to budget time to read and respond to the postings of their classmates.

2. Online students must feel comfortable expressing themselves in writing, as classes consist solely of the written word. Students respond to questions posed by the instructor, as well as other students, through postings which are written; they submit homework assignments, papers and exams that are written; they chat with each other in "lounge" areas, making connections and exchanging ideas.

3. An online student must be extremely motivated and disciplined. Students must seek out information on the SPD website as to start and end dates of a classes and how to register, add/drop or withdraw from a course. Students must seek assistance from SPD Online if they are feeling overwhelmed or having technical difficulties— they cannot wait even a few days as that is time lost not learning. Technical and administrative assistance is available on the course site and via e-mail or telephone.

4. Online students must be comfortable with their computers. They must have knowledge of word processing software and e-mail, know how to download a program from the web and install it, and in some courses, know how to upload items from the PC to the web or have other technical expertise. Course descriptions will note if students are required to have a high-level of computer ability. Please read the "Technical Requirements" section below for detailed information.

Technical Requirements

The following list details a minimum recommended computer set-up as of April, 2011. Keep in mind, though, that browser and operating system requirements may change as the campus upgrades its learning management system. An updated link to the complete list of supported browsers and operating systems can be found at *www.stonybrook.edu/spd/online/faqs.html#technical*

- PC with Windows XP, Vista or 7 (if using Internet Explorer 8 or Firefox 3.6), or Macintosh with OS 10.4 or newer
- Latest version of Firefox or Explorer; Mac users may user Firefox or Safari
- 2 GB RAM
- E-mail account that allows for attachments (students must set their spam filters to receive e-mails from "stonybrook.edu" and "sunysb.edu" domains)
- Cable modem, DSL or 56.6 Kbps modem
- Internet Service Provider (such as AOL) or DSL or cable modem connection
- Printer
- Word processing software (Microsoft Word, WordPerfect, WordPad, etc.)
- Speakers (either internal or external) or headphones
- Ability to download and install free software applications and plug-ins (*Note: students must have administrator access to install applications and plug-ins*)

The SPD Online office is available to provide technical support with issues relating to the course software and user accounts only. If students have problems with your their computer or Internet Service Provider, they are responsible for finding solutions.

Online Schedule

The online term begins at the start of the traditional Fall, Spring, and Summer terms and runs for 10 weeks. Accordingly, it follows a different academic calendar than the full term, face-to-face courses. SPD's academic calendars are viewable at *www.stonybrook.edu/spd/graduate/calendar.*

Workload

SPD online courses run for ten weeks, so online students typically have a heavier workload than their traditional counterparts. Students must be willing to commit to a minimum of 10 to 15 hours a week to each online class. Accordingly, new online students are encouraged to enroll in only one online course and returning online students are encouraged to limit their enrollment to two online courses. These limits are recommendations, not requirements.