



2009 - 2010

Guide to

Graduate Studies

Geneseo

THE STATE UNIVERSITY OF NEW YORK

State University of New York at Geneseo 2010-11 Graduate Guide

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GRADUATE STUDIES

Office of Graduate Studies
Erwin 106
585-245-5855

Geneseo provides master's degree programs in accounting, education, and speech-language pathology. Most programs are offered for full-time or part-time students, with courses generally scheduled in the late afternoon and evening. Internship and other field placement courses usually require students to be enrolled on a full-time basis for the duration of the internship.

Inquiries concerning graduate study in all areas should be referred to the Director of Graduate Studies (iyer@geneseo.edu).

ADMISSION TO THE GRADUATE PROGRAM

Admission to the College is based upon the academic and personal qualifications of applicants and is granted without regard to age, color, disability, marital status, national origin, sex, sexual orientation, religion, race, or status as a disabled or Vietnam-era veteran. The candidate selection process is highly competitive; the College attempts to identify those individuals who will most benefit from the curricular and co-curricular programs offered. Applicants can be considered for a Master's degree program, for non-degree status, or as a non-matriculated graduate student.

All applicants seeking admission as degree or non-degree students must provide evidence of (1) having earned a baccalaureate degree at an accredited institution of higher education, and (2) an undergraduate record which indicates a potential for success in graduate study. Graduates of colleges and universities that are not accredited may be admitted on a provisional basis.

Admission of applicants is determined by the chairs/program directors and faculty members of the department concerned in consultation with the Director of Graduate Studies.

An application form for admission may be obtained from the Graduate Studies Office or online at: Graduate Application (http://dean.geneseo.edu/forms/Grad_Application.pdf).

Instructions for completing the Graduate Application can be found online at: Graduate Application Instructions. (http://dean.geneseo.edu/forms/Grad_Appl_Instructions.pdf)

Applicants must submit a \$50.00 SUNY application fee with the graduate application.

APPLICATION

Master's Degree Student

A complete application for degree status **must** include:

1. completed application form;
2. official transcript(s) from all institutions of higher education attended;
3. scores on the General Test of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) if required by the program;
4. letters of recommendation from two persons who can attest to the

academic potential for graduate study and personal character of the applicant;

5. other special requirements (as noted in individual program descriptions), which may include proof of New York State certification;

All materials in support of an application are submitted to the Graduate Studies Office which is located in Erwin 106

The applicant's file is then reviewed by the department/program to which application is being made, and a recommendation is forwarded to the Director of Graduate Studies. The student is informed directly from the Graduate Studies Office. Applicants may be:

1. offered full admission;
2. offered provisional admission contingent upon attainment of achievement(s) or completion of deficiencies as specified in the letter of admission;
3. denied admission.

Students are normally admitted to begin their program at a date specified in the letter of admission. Those who wish to postpone the beginning of their program are not required to make reapplication, but must petition the Director Graduate Studies with a request for postponement.

Applicants denied admission may appeal to the Director of Graduate Studies.

Professional Advancement Student (Non-degree)

Non-degree students may enroll in courses on a space-available basis to meet certification requirements, remove academic deficiencies, or seek professional advancement. This option is not available in the master's degree program in accounting. To be considered for admission as a professional advancement non-degree student an applicant must submit:

1. completed application form;
2. official transcript(s) from all institutions of higher education attended;
3. other special requirements (as noted in individual program descriptions), which may include proof of New York State certification;

Periodic advisement with the Director of Graduate Studies is required for all non-degree students. Non-degree students must be in good standing at the College to be eligible to enroll in courses.

Non-degree students may apply for degree status and request that up to 12 hours of appropriate graduate credit completed prior to application be used to meet degree requirements.

Non-Matriculated Student

A non-matriculated student is one who is admitted for the purpose of completing up to six credit hours only (one or two courses or credit-bearing workshops), *and who does not seek continuing graduate status*. Enrollment is permitted on a space-available basis. Normally a student is accepted to non-matriculated status only once. To be considered for this status, an applicant must complete the application form for graduate non-matriculated status and submit undergraduate transcripts at the time of registration.

A non-matriculated student who wishes to enroll in a Communicative Disorders and Science course must receive permission from the Chair of that department.

Non-matriculated student status is not available in the master's degree program in accounting.

Teacher Certification Student

Applicants seeking certification to teach in the State of New York normally enroll in an approved Master's degree program as specified in the program descriptions found on pages 16–25 of this guide. Generally, individuals seeking professional certification are required to hold an initial certification, to complete a functionally related master's degree, three years of successful teaching, and satisfactory scores in the New York State Teacher Certification Examination series in order to receive professional certification.

MASTER'S DEGREE REQUIREMENTS

Each graduate degree program is fully described in this *Guide*. The following general academic policies must be followed in meeting master's degree requirements.

Plan of Study

Each student in a master's degree program follows a formal plan of study, which he/she draws up in consultation with a faculty advisor. Although practices vary within each program, the College highly recommends that students file a formal plan before beginning graduate study and, certainly, no later than midterm of the first semester of graduate study. Changes in the formal program must be approved by the director of the student's graduate program (or designee). Students should consult the office of their graduate program for instructions in filing a plan of study.

Change of Degree Objective

A graduate student who desires to change from one degree program to another must secure the approval, in writing, of the Director of Graduate Studies and the new department. An application for degree status must be filed for the new degree program. Students seeking a change into the MA in Speech-Language Pathology must reapply.

Degree Time Limitations

A graduate student in a degree program who does not actively pursue a credit-bearing course of study at Geneseo for a period of three years automatically is separated from the college. Subsequently, such a student may apply for readmission.

If the student meets the admission standards in effect at the time of application for readmission, he or she may be admitted to a degree program current at that time. The Director of Graduate Studies, in consultation with the appropriate department, determines the courses completed prior to separation which are applicable to the degree program being pursued following readmission.

Only those credits which were earned within **six years** immediately prior to the completion of all degree requirements may be counted toward the master's degree.

Transfer and Workshop Credit

Transfer credit may be accepted as part of a graduate program if it is:

1. graduate level and from a graduate degree program;
2. relevant to the student's program;
3. from a fully accredited institution;
4. of "B" quality or higher;
5. less than five years old at the time of the student's first enrollment at Geneseo.

Students already enrolled in a graduate program at Geneseo should consult with their advisor and department chair/program director prior to registering for courses which they wish to have transferred to their graduate program at the College.

A maximum of six semester hours in graduate workshop courses may be accepted as part of a master's degree program. All graduate workshop courses are designated, numerically, as 479, 579, or 979. Subtitles for each workshop course offering are listed in the semester *Master Schedule* of Course Offerings. Workshops may be graded either on a Satisfactory/Unsatisfactory or regular grade basis. This information is contained in the course description of each specific workshop offering. S/U grades are not used in computation of students' grade-point averages.

The total of transfer and workshop credit accepted towards a master's degree may not exceed 12 hours. Candidates for the MA in Speech-Language Pathology may transfer a maximum of 3 hours.

Enrollment in Undergraduate Courses

Credit toward a graduate degree may not be granted for coursework below the 400 level except following approval of a petition to the Director of Graduate Studies. In general, such approval shall be limited to unusual program circumstances adequately documented in petitions.

Master's Thesis (or Project)

Master's degree candidates in several programs have the option to complete a thesis or project in partial fulfillment of degree requirements. Candidates should check the requirements of their specific program.

The thesis is prepared under the direction of the major department and should demonstrate capacity for independent research, facility in organization and expression, and originality in thought. The thesis must receive the approval of the department graduate committee and the Director of Graduate Studies, and general guidelines for its preparation may be obtained from the Graduate Studies Office. Additional requirements and guidelines may be obtained from the candidate's department. A candidate considering completion of a thesis or project should review all guidelines with a faculty advisor before pursuing this choice. Students who anticipate selecting the thesis or project option should so notify the appropriate department office as early in their program as possible. A student must formally register his/her intention to make a thesis defense in the Graduate Studies Office. This registration should be done as soon as possible, but in no case later than two weeks prior to the defense.

A candidate for a thesis must:

1. be an admitted degree student;
2. be finished with all major area course requirements and foreign language requirements by the end of the semester in which the thesis is written;
3. be able to provide the examining committee with copies of the completed thesis a minimum of two weeks prior to the examination; and
4. have a graduate grade-point average of 3.00 or higher.

Comprehensive Examinations

Master's degree candidates in several programs have the option to take a written comprehensive examination in partial fulfillment of degree requirements. Candidates should check the requirements of their specific program.

The dates for the examination are set by each individual program but generally occur no later than two weeks prior to the end of the instructional period in which candidates expect to complete requirements for the master's degree. Early in their graduate program, candidates should contact the chair/program director of their department for specific information as to the nature of the comprehensive examination and for guidance in preparing for it.

A student must register his/her intention to take a comprehensive examination with the School of Education or the Communicative Disorders and Sciences department as appropriate. This registration should be done as soon as possible before the examination, but no later than two months prior to the examination.

A candidate for a comprehensive examination must:

1. be an admitted degree student;
2. be within six credit hours of graduation at the end of semester in which the examination is taken;
3. be finished with all major requirements and core area course requirements and foreign language requirements as specified in the candidate's program.
4. have a graduate grade-point average of 3.00 or higher.

The comprehensive examination must be passed in its entirety (including all parts) before credit for the examination is awarded. A student failing all or part of an examination may request a second attempt to pass the test. The student's request should be made in writing to the supervising department, with a copy to the Graduate Studies Office, no later than thirty days after formal receipt of the failing grade notice. Second attempts will be made in the next scheduled offering of the examination unless special arrangements have been approved by the academic department(s) in question. Failure on the second attempt of all or any part of a comprehensive examination will subject a student to academic dismissal from the program.

Candidates cannot attempt the comprehensive examination more than twice, with a retest of any part considered another attempt.

Following an unsuccessful first attempt, the candidate cannot elect another terminal option such as a thesis or comprehensive project. Copies of the College Policies governing the administration of comprehensive examinations are available in the Graduate Studies Office and the appropriate department offices.

FINANCIAL INFORMATION

Tuition and Fees

SUBJECT TO INCREASE IN ACCORDANCE WITH STATE UNIVERSITY POLICIES:

1. Tuition (New York State residents—\$288.00 per graduate credit hour, with full-time students taking 12 semester hours or more billed \$3,450.00 per semester).
2. Tuition (Out-of-state residents—\$455.00 per semester hour of graduate credit with full-time students taking 12 semester hours or more billed \$5,460.00 per semester).
3. College fee—\$.85 per semester hour for part-time students; \$12.50 per semester for full-time students.
4. Graduate comprehensive fee—\$27.02 per semester hour for part-time

students; \$324.26 per year for full-time students.

5. Application fee—\$35.00

6. Transcript fee—\$5.00

7. Teaching certificate fee—\$50.00 (submitted to New York State Education Department with application for certification.)

8. Academic dress—there is a nominal charge for the purchase of the master's cap, gown, and hood for the Commencement Convocation.

Financial Assistance

Financial aid programs are governed by federal or state regulations and are subject to change at any time. The most recent information is available in the Financial Aid Office, Erwin 104.

All students seeking financial assistance are required to complete and submit the Free Application for Federal Student Aid (FAFSA). Financial assistance is available to those who qualify through the following programs:

1. Tuition Assistance Program (TAP)
2. Federal Perkins Loan
3. Federal Work-Study (FWS)
4. Stafford Loan

A varying number of full-time graduate assistantships are available each year to well-qualified degree candidates. Full-time graduate assistantships range up to \$8,247.00, plus a waiver of tuition per academic year. Assistants are required to apply for Tuition Assistance Program awards which, if received, constitute part of the assistantship. Recipients of full-time graduate assistantships must register for 8 to 10 hours of course work each semester and are expected to assist their designated department up to 20 hours per week.

Applications for graduate assistantships may be obtained from the Office of Graduate Studies, Erwin 106 or specific departments. Former EOP, HEOP, and SEEK undergraduates may be eligible for the Graduate Opportunity Program Tuition Scholarship. Applicants must be enrolled as full-time matriculated students in a graduate program at SUNY Geneseo. Acceptance into the program is determined on the number of scholarships allocated to the campus. Applications may be obtained from the Office of Graduate Studies, Erwin 106.

REGISTERING FOR COURSES

As a new graduate student, Kelly Hoag will register you for your first semester of courses. E-mail Kelly Hoag with a list of courses that you wish to take. Make sure to include your name, your G00#, the course titles, and the course CRN's. When pre-registration begins for your second semester of classes, you will use a PIN number to register yourself through Knightweb.

For questions regarding graduate course registration contact Kelly Hoag in the Graduate Office.

Knightweb/Geneseo Student I.D. Numbers

Students use Knightweb in order to access their personal, registration, financial aid, and records information. If you have never used Knightweb before and do not know your Geneseo Student I.D. number, follow these steps:

1. <http://knightweb.geneseo.edu>
2. Click: Enter Secure Area

3. The first time you access knightweb, use the mmddyy of your birth date as an initial PIN (No slashes, just the 6 numbers)
4. You will then be prompted to change your PIN
5. Once you have established your PIN and entered Knightweb, click on Personal Infation Menu
6. Click: Display Geneseo Id

Your Geneseo I.D., also known as your “G-number” will be used on campus instead of your social security number. It would be a good idea to memorize this number as you will be using it often.

Graduate Course Numbering System

Courses numbered 600-699 are open only to matriculated graduate students majoring in the discipline offering them; those numbered 400-599 are open to all graduate students who fulfill prerequisites listed. Undergraduate courses are numbered 100-399. Such courses can be taken for graduate credit only upon special approval from the Director of Graduate Studies. Such petitions are only rarely accepted.

Courses numbered 900-999 are introductory graduate courses. They may not be taken by undergraduate students, nor may they be used for graduate degree credit by majors in the departments offering them. Graduate students may use a maximum of two 900-level courses, outside their major departments, toward a graduate degree.

Prerequisites

Certain courses list one or more prerequisites, which are usually indicated by department and course numbers. Satisfactory completion of the prerequisite course(s) is expected before registration for the advanced courses. Prerequisites are instituted to assist students in avoiding courses for which they are not adequately prepared and to maintain academic and/or instructional standards.

If a student believes he/she had “equivalent” preparation for a prerequisite, he/she may request a waiver of the prerequisite from the course instructor and/or the head of the department’s graduate programs.

The term “concurrently” or “co-requisite” means that simultaneous registration in whatever is indicated must be maintained as long as the student remains registered in the original course. Previous completion of that which is so labeled also satisfies the requirement.

In all cases, it is the student’s responsibility to abide by prerequisite statements. Doubts about eligibility should be resolved by consulting an academic advisor, the instructor of the course, or the department concerned.

Course Load

Course loads are determined by the department/program and the student in consultation with a student’s academic advisor. In any case, the maximum load for full-time graduate students during the regular academic year is 12 hours per semester. During the Summer Sessions, the maximum load may exceed this limit where program requirements and course rotations necessitate. A petition to carry more than the maximum load during the Summer Session must be approved in writing by the student’s advisor, the chair/program director of his/her major department, and the Director of Graduate Studies.

Directed and Independent Study Courses

Class sections usually are held on bases of frequency, location, and time agreed upon mutually by instructors and students, rather than on the published standardized schedule to which most courses conform. Course requirements are completed by students on an independent, individualized basis, under the guidance and supervision of members of the

faculty. Within a single discipline or combinations thereof, students engage in academic pursuits such as: (1) conducting research and reporting results; (2) investigating problems and presenting and/or discussing conclusions; (3) reading intensively in the discipline(s); and (4) studying advanced subject matter content relating to a selected subject, special topic, or specific area.

Opportunities for directed study are available in many of the content and departmental areas at the College. The levels at which such study can be undertaken vary, but the numbers of such courses usually end in "99."

The permanent records of students who enroll in these courses are noted "DS/", followed by a specified, brief title.

Interdepartmental and Interdisciplinary Courses

Such courses carry an INTD designation and often are taught by instructors from, and taken by students in, different departments or general academic areas. It is the belief of members of the academic community that certain content is appropriately taught and strengthened by an interdepartmental or interdisciplinary approach.

Withdrawal from Course(s)

A student may withdraw from a course and receive a grade of "W" through, but not beyond, the first two-thirds of an instructional period. The form appropriate for this procedure can be obtained from the Record's Office or the Office of Graduate Studies.

A "W" grade is not recorded unless the entire withdrawal process, including the filing of all necessary forms with the Director of Graduate Studies, is completed by the withdrawal deadline date. A "W" grade is not computed in determining a student's grade-point average.

No withdrawals are permitted after the withdrawal date except in those cases (1) in which the student is advised by the Director of Graduate Studies to reduce his/her course load for reasons not to include academic difficulty, or (2) where the Dean of Students recommends withdrawal. In such cases, the student's grade of record is "W."

Students who withdraw from courses under conditions other than those stated above receive a grade of "E" for each course involved in such action.

Auditing Courses

Auditing requires the permission of both the instructor of the course and the chair/program director of the department offering it. Auditing is not available for courses offered by the School of Business. Auditors receive no formal recognition, nor must they meet course requirements. Library privileges are available.

ADDITIONAL INFORMATION FOR NEW STUDENTS

Geneseo I.D. Cards

In order to receive your Geneseo I.D. card, you must have already registered for your first semester courses. Bring a print-out of your class schedule along with your driver's license to:

Campus Auxiliary Services
Blake A 108

You can print a copy of your course schedule directly from Knightweb. When you are in the office, you will have your picture taken and receive your I.D. card. There is a fee to replace a lost card.

Campus Correspondence

As a graduate student, you will not have an on-campus mailbox. All mailings will be sent directly to your off-campus/permanent mailing address.

E-mail is the primary means of communication between faculty, staff, and students. Your Geneseo e-mail address is listed on Knightweb under the Personal Information Menu. Your e-mail password is set the same as your Knightweb password. You may change it if you wish. All e-mail addresses for faculty, staff, and students at SUNY Geneseo are “_____@geneseo

Parking Permits

If you will be driving to and parking on campus while you are taking classes, you must have a parking permit and park in the commuter parking lots. In order to obtain a parking permit, visit the Parking Services webpage at: <http://www.geneseo.edu/CMS/display.php?dpt=parking>

Here, you can read specific information about parking and download a form to register your vehicle with University Police. Parking regulations are enforced on campus, so be sure to register your vehicle so you do not get any tickets.

Library Use

Milne Library is open for use by all students. You will need to have your Geneseo I.D. card with you in order to sign out materials from the library. To use the computers, your username and password are the same as your email address and password. The library webpage is located at: <http://library.geneseo.edu/>

my.geneseo.edu

From my.geneseo.edu, you can access you email account, your academic records, your financial balances. You can customize your page with links to your favorite websites and other customization options. My.geneseo.edu is unique to each student and password protected with the same username and password as your email address.

ACADEMIC POLICIES

Grading System

The plus/minus letter grade system is used to evaluate performance in most graduate courses. Quality points are awarded as follows:

| Final Grade | Quality Points per Semester Hour of Credit |
|-------------|--|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D | 1.0 |
| E | 0.0 |

Faculty have the option whether to use + or – grades in the evaluation of individual assignments and/or calculation of final grades.

S/U Grades

Grades of satisfactory (S) and unsatisfactory (U) are used to evaluate performance in certain graduate courses including some workshop courses and practica. A grade of S indicates credit earned, and a grade of U indicates no credit awarded. Grades of S or U are not included in the computation of the grade-point average.

Geneseo does not accept S grades (or its equivalent) from other institutions for transfer credit.

Pass-Fail Option

A graduate student may *not* elect the pass-fail option for any course.

“SP” Designation

“SP” (Satisfactory Progress) is used to report a student’s status in research courses when engaged in work which extends beyond one semester. When the work is completed, the “SP” is converted to a final letter grade assigned by the instructor. Semester hours for such courses are not computed in determining a student’s grade-point average until a final letter grade has been recorded.

Incomplete

An “I” (Incomplete) is a temporary grade given at the discretion of the instructor if he/ she believes it is inadvisable or impossible for a student to complete the work of a course at the scheduled time for reasons clearly beyond the student’s control. The “I” must be removed before the completion of the fall or spring semester following the term in which it was recorded, after which the I may be converted to an E at the discretion of the College.

An extension of time, because of special circumstances, may be granted by the Director of Graduate Studies. The Records Office notifies the student, the instructor of the course, and the student’s advisor whenever an “Incomplete” becomes a failure.

Grade-point Average

The “grade-point average” defines the level of scholarship achieved by a student. The average is computed by dividing “quality points earned” by the “semester hours carried”. “Carried” hours include all those courses in which grades of A, A-, B+, B, B-, C+, C, C-, D, and E are recorded. The determination of a sample GPA for a semester follows:

| Course | Grade | Hours | Quality Points |
|----------|--------|-------|----------------|
| ACCT 502 | A | 3 | 12 |
| ACCT 510 | B+ | 3 | 9.9 |
| MGMT 511 | B | 3 | 9 |
| ECON 525 | B- | 3 | 8.1 |
| | Totals | 12 | 39 |
| | | | GPA 3.25 |

Final grade-point averages are not computed for students with “Incomplete” designations on their records. The computation is made when final grades have replaced the “I’s” and have been recorded.

All earned grades become part of the permanent record and may not be removed from the record or from the computation of cumulative grade-point average by repetition of the course.

Repeated Courses

In general, matriculated students in graduate courses may repeat a course in which they

have received a failing grade. (Some restrictions apply, including some student teaching placements and other practica. Students should consult individual department offices for specific restrictions.)

Any course in which a student earns a passing grade may NOT be repeated for credit. Should a student enroll in a course successfully completed in a previous semester, the credit hours earned will not be included in the student's total hours earned nor will the second grade earned be included in the student's cumulative average. In addition, the course will be marked "REPEAT" on the student's transcript. Contact the Financial Aid office, Erwin 104, regarding the impact of repeating courses on financial aid eligibility.

Appeal of Grades

A student who believes an instructor has assigned a grade which is either unfair or punitive for non-academic reasons, who has consulted the instructor, and who is still unsatisfied, may request a review of the grade by using the College policy on grade appeals. Specific information on the procedures can be obtained from the Office of Graduate Studies.

Academic Dismissal of Graduate Degree Students

A student is subject to academic dismissal, removal from degree status and prohibition from registration for classes for failure to meet any one or more of the following conditions:

- a) remove deficiencies on schedule;
- b) satisfy provisional admission conditions;
- c) attain a 2.75 grade-point average after the completion of 12 semester hours of graduate courses accepted toward his/her program;
- d) attain a 2.87 grade-point average after the completion of 24 semester hours of graduate courses accepted toward his/her program;
- e) attain the necessary 3.0 grade-point average within the hourly requirements prescribed for the degree. Upon successful petition to the Director of Graduate Studies, and with the recommendation of the department, a candidate may be granted permission to take a maximum of six additional hours in an effort to attain the required grade-point average;
- f) meet individual departmental standards;
- g) failure on the second attempt of all or any part of a comprehensive examination.

The student will be informed of this action by the Director of Graduate Studies. Within 30 days of the date of this notice the student may appeal the Director's decision to the Dean of the College.

Academic Standards for Non-degree Graduate Students

Permission for a non-degree student to enroll in graduate courses may be withdrawn for academic reasons if:

a. the student fails to attain a cumulative grade-point average of 2.75 in all deficiency coursework;

OR

b. the student fails to achieve minimum grade-point averages as outlined in the requirements for graduate degree students:

1. a 2.75 grade-point average after the completion of 12 semester hours of graduate

courses;

2. a 2.87 grade-point average after the completion of 24 semester hours of graduate courses.

Good Academic Standing

Graduate students whose cumulative graduate grade-point average falls below 3.0 but higher than the dismissal level specified above receive a letter of academic warning from the Director of Graduate Studies. While these students are considered in good academic standing at the College, they are reminded that a cumulative grade-point average of 3.00 is required for the master's degree. They may also wish to seek assistance from their advisor, department chair/program director, the Director of Graduate Studies, or the Counseling Office

Students receiving financial aid are required to attain satisfactory progress toward a master's degree by completing a minimum amount of credit per semester.

FEDERAL AND STATE ACADEMIC STANDARDS

Federal Standards

| Semester of award | | | | | |
|---|------|------|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Minimum cumulative semester hours completed | | | | | |
| 6 | 15 | 24 | 33 | 42 | 51 |
| Minimum cumulative grade-point average | | | | | |
| 2.5 | 2.75 | 2.87 | 3.0 | 3.0 | 3.0 |

State Standards

| Semester | | | | | |
|--|-----|------|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Minimum semester hours of grading (non-"W" grades) | | | | | |
| 12 | 12 | 12 | 12 | 12 | 12 |
| Minimum cumulative semester hours completed | | | | | |
| 6 | 12 | 21 | 30 | 45 | 60 |
| Minimum cumulative grade-point average | | | | | |
| 2.0 | 2.5 | 2.75 | 3.0 | 3.0 | 3.0 |

If a student fails to maintain satisfactory academic progress according to either chart above, the College may grant a waiver which would reinstate the student's eligibility to continue to receive financial assistance. A maximum of one waiver may be granted to a graduate student. To request a waiver, the student must submit to the Director of Financial Aid a detailed written statement outlining the extenuating circumstances that interfered with the student's academic performance. Reasons for which waivers may be granted include:

- 1) personal medical problems
- 2) family medical problems
- 3) severe personal problems
- 4) other extenuating circumstances.

(Waivers will not be granted to students who reduce their course loads to avoid academic difficulty.)

This statement must be accompanied by third-party documentation supporting the reasons why special consideration should be given, and should be sent to: Director of Financial Aid, Erwin 102.

The written statement must be postmarked no later than the deadline prescribed in the notice of loss of financial aid eligibility.

The Financial Aid Waiver Committee will review the student's request and supporting documentation. The student will be informed in writing of the Committee's decision. The decision regarding the waiver request is final and not subject to appeal.

Advisement

Degree candidates in all programs are assigned advisors in their major field upon the recommendation of the chair/program director of their departments. Advisors provide counsel and assistance, but the responsibility for seeking advisement and fulfilling degree requirements rests with the student. Normally, non-matriculated students are not assigned advisors. Periodic advisement with the Director of Graduate Studies is required for all non-degree students.

ACADEMIC DISHONESTY POLICY & PROCEDURES

Plagiarism

Plagiarism is the representation of someone else's words or ideas as one's own, or the arrangement of someone else's material(s) as one's own. Such misrepresentation may be sufficient grounds for a student's receiving an "E" grade for the paper or presentation involved or may result in an "E" grade being assigned as the final grade for the course.

Any one of the following constitutes evidence of plagiarism:

1. direct quotation without identifying punctuation and citation of source;
2. paraphrase of expression or thought without proper attribution;
3. unacknowledged dependence upon a source in plan, organization, or argument.

Student Academic Dishonesty Policy and Procedures

Academic dishonesty includes cheating, knowingly providing false information, plagiarizing, and any other form of academic misrepresentation. Should incidents of academic dishonesty occur, the following procedures will be followed:

I. A faculty member suspecting dishonesty will confer with the student so accused, within a reasonable time after the alleged offense has been discovered.

A. If the student denies responsibility and the faculty member is convinced that the student is not responsible, the matter is dropped.

B. If the faculty member is convinced that the apparently unethical behavior was unintentional, the faculty member will help the student to understand what was done wrong and how to avoid doing so in the future. Unintentional violations should be reported by the

faculty member in accordance with Section III below.

C. If the student admits the act of dishonesty, the penalty will be an “E” on that assignment/test, a final grade of “E” for the course, or other appropriate penalty, as determined by the faculty member depending on the severity of the infraction and the significance of the assignment. When an “E” is levied on an individual assignment/test, the faculty member may require the student to complete additional work in order to continue in the course. Violations should be reported by the faculty member in accordance with Section III below. If the faculty member believes that the dishonesty is severe enough to warrant suspension or dismissal from the College, he or she should refer the case to the College Judicial Committee.

If the student wishes to appeal the severity of the grade assigned by the faculty member, the student will follow the procedures stated in the College academic policy for appeal of grades.

If the student denies responsibility and the faculty member remains convinced that the student is culpable, the case is referred, with supporting documentation, to the College Judicial Committee for action. The faculty member will delay assigning a grade for the course or the assignment until the College Judicial Committee makes a determination of responsibility or no responsibility and takes appropriate College disciplinary action. Appeal of the disciplinary action is explained in the College Disciplinary Procedures. The faculty member will assign a grade after considering the findings of the Committee.

D. If the student wishes to appeal the severity of the grade assigned by the faculty member, the student will follow the procedures stated in the College academic policy for appeal of grades.

E. A student suspected of academic dishonesty may not withdraw from the course until the charges have been resolved. A student who receives an “E” in the course for academic dishonesty cannot obtain a “W” from that course.

II. The College Judicial Committee will be convened to hear cases of academic dishonesty when any of the following occurs:

A. The student denies responsibility and the faculty member remains convinced that the student is culpable.

B. The faculty member is not convinced that the admitted violation was unintentional.

C. The faculty member believes that the violation is severe enough to warrant suspension or dismissal from the College.

D. The student has been involved in a previously documented incident of academic dishonesty.

III. Whenever academic dishonesty occurs, a faculty member will provide the department chairperson, the Director of Graduate Studies, and the student with a written report of the violation, any penalty imposed and the counseling provided by the faculty member. In order to insure that a pattern of misconduct is not established, the Director of Graduate Studies will notify the Dean of Students who will place a copy of the faculty member’s statement in the academic dishonesty file in the Dean of Students Office. This statement will be destroyed no later than three months after the student’s graduation. Decisions of the College Judicial Committee will be placed in the student’s personnel file. Materials placed in the academic dishonesty file may not be released to outside agencies. Contents of the

student's personnel file may be released only as stipulated in the College Records Policy.

IV. If a student witnesses an act of academic dishonesty, s/he should report it to the faculty member of the course involved. That faculty member will handle the matter according to the steps as outlined above.

OTHER ACADEMIC POLICIES

Transcripts

A transcript reflects the results of courses in which the student was registered at the College. In addition, when applicable, they indicate either the date of graduation and the degree conferred or the date of withdrawal or dismissal.

Students may authorize the Director of Records to send official transcripts of their permanent records to persons and organizations they designate. All requests must be in writing and must be signed. Requests may be made in person, mailed or faxed (585/245-5530) to the Office of Records, Erwin 102.

Every graduating student will receive one complimentary official transcript with their mailed diploma. A fee of five dollars (\$5.00), payable in advance, is collected for each subsequent request. If request is faxed, payment must be made through one of the following credit cards: Visa, Master Card, or Discover. Students must include the credit card account number and expiration date with the request.

Requests for the forwarding of transcripts received from students who have outstanding financial obligations to the college are NOT honored.

Research

While the College is primarily a teaching institution, active research programs are carried on in all departments of the College and are supported by foundations, associations, governments, and the State University of New York.

Many graduate programs offer courses in which graduate credit is granted for thesis or non-thesis research. Such courses require that a directed study form be filed in the Graduate Studies Office. If the research involves experimentation with human subjects, the project must be submitted to the Institutional Review Board for the Protection of Human Subjects. In the event that the research involves animals protected by the Animal Welfare Act, it must be reviewed and approved by the Institutional Animal Care and Use Committee. Any research plans involving radioactive materials must receive approval from the Radiation Safety Committee. Research involving toxic substances must be reviewed and approved by the Academic Programs Safety Committee. All research involving recombinant DNA must be reported to the Director of Research. No research, affected by the above regulations, can be initiated until approval is received.

Appeals

Unless otherwise stated in these policies, graduate students may appeal to the Director of Graduate Studies regarding academic matters and to the Vice President for Student and Campus Life on nonacademic matters. The President serves as the final level of appeal on campus.

Application for Diploma

A form for application for the master's degree diploma can be obtained from the Office of Graduate Studies and must be filed one month in advance of the date on which the degree is to be conferred.

Commencement

Candidates for degrees may participate in the Commencement Convocation in May. A student who is unable to attend should inform the Office of Graduate Studies and request receipt of his or her degree in absentia.

Course Credit

The department (or content) designation which precedes each course is abbreviated to four letters (usually representative of the department name). Figures entered after the description of each course signify (1) the semester hours of credit which are earned by successful completion of the course, (2) the number of 50-minute "regular" class periods per week (i.e., lecture, discussion, and recitation), and (3) the number of fifty-minute "other than regular" class periods per week (i.e., activity, laboratory, and studio). Thus, the entry 3(2-2) means that (1) the course carries three semester hours of credit, (2) 100 minutes per week must be spent in "regular" class sessions, and (3) 100 minutes per week must be spent in "other than regular" class periods.

NON-ACADEMIC INFORMATION

Acceptance Deposit

In the MS in Education and the MA in Speech-Language Pathology program only, an acceptance deposit of \$100 is required at the time of the acceptance notification. The acceptance deposit is credited to the first semester's tuition and is nonrefundable.

Disability Services

The Office of Disability Services provides assistance and coordinating support services for students who have various impairments, facilitating access to programs, services, and campus facilities by the removal of architectural barriers and the initiation of program changes. The Office serves any full-time or part-time Geneseo student with a qualified permanent disability which limits one or more of life's major activities (walking, talking, seeing, hearing, breathing, learning, etc.); this includes students with mobility, sensory, communication, mental or learning differences, as well as those with basic health impairments or "hidden disabilities" (epilepsy, diabetes, rheumatism, cancer, alcoholism, etc.)

It is up to the individual student to choose whether to take advantage of any of Disability Service's offerings. Students anticipating use of support services should contact the Director of Disability Services as soon as possible to discuss accommodations

Equal Opportunity/Affirmative Action

The State University of New York College at Geneseo actively supports equal opportunity for all persons and takes affirmative action to see that both the total student and employee populations at the College enjoy equal opportunities.

The College is based upon the academic and personal qualifications of applicants and is granted without regard to age, color, disability, marital status, national origin, sex, sexual orientation, religion, race, or status as a disabled or Vietnam-era veteran. Financial assistance, within the limits of resources available, is provided on an equal basis to all qualified students, including minorities and women, who are making satisfactory progress toward a degree.

The College makes its placement services available only to those firms and school systems which comply with existing equal opportunity laws, and so informs all clients and potential employers. Employers who seek to restrict applicants to a particular race, color, religion, national origin, age, marital status, or sex (except in limited cases where sex is a *bona fide* occupational qualification) are not served; nor are employers who fail to depict minorities, women, and individuals with disabilities in a favorable light in promotional

literature or other materials.

The College encourages the development of courses which are relevant to the experiences of, and facilitates and supports appropriate expansion of research materials dealing with, minorities and women.

The College encourages the involvement of students, faculty, and administrators, including those who are members of minority groups, in the affairs of the community.

Student Records

The Family Educational Rights and Privacy Act of 1974 permits current or former students to inspect College educational records pertaining to them as individuals and to obtain copies for a fee. Students are also accorded a right to question the content of a record and to receive a formal hearing if dissatisfied with responses to such questions.

Written consent from a student is required before personally identifiable information can be released from the individual educational record in all cases except those specifically exempted by law.

Crime Statistics

A copy of the State University of New York at Geneseo campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the "Advisory Committee on Campus Safety." Please direct all such requests to University Police at (585) 245-5651. Information can also be obtained from the *Geneseo Update* publication, the University Police website at: <http://www.geneseo.edu/~police/statistics.shtml>, or the U.S. Department of Education website at: <http://ope.ed.gov/security/>.

NOTE: As a public institution of higher education, the State University of New York College at Geneseo must conform to the content of many federal and/or state statutes and rules. Full information on the College's policies regarding nondiscrimination, student attendance in classes on religious holidays, and student consumer information requirements is available in the *Undergraduate Bulletin* (bulletin.geneseo.edu).

DISCLAIMER

Actions and/or events which are unpredictable and over some of which the College has no control may result in changes to informational items printed in this *Guide to Graduate Studies*. They include, for example, (1) budget reductions and/or changed priorities mandated by State University of New York administrative officers and/or by officials of other State agencies, departments, or divisions, (2) the hiring of new faculty members with qualifications and competencies different from those possessed by any other members of the faculty, (3) the receipt of fellowships, research grants, or sabbatical leaves by faculty members uniquely qualified to teach certain courses, and (4) the revision of instructional programs and/or curricular offerings—by expanding, improving, or updating—in order to make them more beneficial and/or meaningful to students.

The most recent information can be obtained from the Office of Graduate Studies, located in the Erwin Administration Building, or by calling (585) 245-5855.

Information concerning other academic programs and curricular offerings of the College is provided in the *Undergraduate Bulletin*. (bulletin.geneseo.edu)

M.S. in Accounting

Michael Schinski, Interim Dean (South Hall 113) *business.geneseo.edu*

Barbara Howard, Assistant Dean (South Hall 112)

Harry Howe, Director, MS Accounting (South Hall 107)

Professors: A. Gu, H. Howe, P. Markulis, M. Mitschow, D. Strang, M.E. Zuckerman.

Associate Professors: I. Alam, C. Annala, S. Bossung, R. Gifford, J. Gutenberg, A.

Jassawalla. Assistant Professors: S. Chen, F. Sheikh. Adjunct Lecturers: R. Boyd, J.

Fasoldt, R. Gargano, S. Shimick, J. Wood

Program Description

The Masters in Accounting Program in the School of Business at SUNY Geneseo meets the New York State CPA licensure requirements, as well as providing skills and knowledge expected for superior performance in the increasingly demanding accounting profession. Designed to be a full-time program, students will normally complete the degree in one year. This time frame enhances the linkages between the courses in the program. The five accounting courses cover topics in financial, managerial, and tax accounting, advanced audit and a capstone in financial accounting theory and research. Courses with a management or economics prefix cover information systems, quantitative methods, managerial economics, advanced financial management and electives. See the Graduate Course Description Database (http://dean.geneseo.edu/curriculum/grad_courses/) for descriptions of each of these courses.

The academic schedule includes two courses in the summer and four each in the fall and spring semesters. Small classes, accessible faculty and carefully designed curriculum all reflect the high quality of Geneseo's accounting program.

Effective July 26, 2009, applicants for licensure in NYS must meet the state's 150 semester hour education requirements for licensure. To do this, they must have a conferred bachelors or higher degree and at least 150 semester hours of college level course work, including:

- 33 semester hours of accounting including each of the following content areas:

- Financial Accounting and Reporting
- Taxation
- Cost or management accounting
- Audit and attestation services

- 36 semester hours of business

The curriculum must also include, either as standalone course work or as content integrated in outer courses, coverage of business or accounting communications, ethics and professional responsibility, and accounting research.

The new regulations are available on the web site at: <http://www.op.nysed.gov/>

sect52-13.htm The new 150 semester hour requirements appear in 52.13(b).

Admission Requirements

Applicants to the Geneseo MS in Accounting should have completed an undergraduate degree in accounting. **Prerequisites include two semesters of Intermediate Financial Accounting for Advanced Financial Accounting, Cost Accounting for Strategic Management Accounting, Tax I for Advanced Taxation and at least one semester of Audit for the Advanced Auditing Theory.**

Candidates should submit the one-page SUNY Graduate School application http://dean.geneseo.edu/forms/Grad_Application.pdf along with two letters of recommendation (at least one of which should be from a professor) [MS in Accounting Recommendation Form](#) and a \$50.00 processing fee.

Deadline dates: September 1 (non-binding early action) and Feb 1 (regular), each for the next upcoming summer. The decisions for early action date will be admit, deny or defer final decision until consideration of the regular-date applicant pool. The decisions for the regular action date will be admit or deny. Candidates should arrange to take GMATs and to have those results reported prior to the admission review deadline.

Curricular Requirements

Total: 30 credit hours

| | | | |
|----|-------------------------------|---|---|
| A. | Management 12 Credit hours | | |
| | MGMT 500 | Leadership in Organizations | 3 |
| | MGMT 511 | Financial Management | 3 |
| | MGMT 522 | Quantitative Analysis | 3 |
| | MGMT 550 | Information Systems Theory and Practice | 3 |
| B. | Accounting 15 Credit hours | | |
| | ACCT 502 | Advanced Financial Accounting | 3 |
| | ACCT 503 | Strategic Management Accounting | 3 |
| | ACCT 510 | Advanced Taxation Accounting | 3 |
| | ACCT 520 | Advanced Auditing Theory | 3 |
| | ACCT 530 | Accounting Theory and Research | 3 |
| C. | Economics 3 Credit Hours | | |
| | ECON 525 | Managerial Economic Analysis | 3 |

The M.S. in Accounting courses will be offered in the following rotation:

Summer

Mgmt 522 Quantitative Analysis

Mgmt 550 Information Systems Theory and Practice

Fall

Acct 502 Advanced Financial Accounting
Acct 510 Advanced Taxation Accounting
Mgmt 511 Financial Management
Econ 525 Managerial Economic Analysis

Spring

Acct 503 Strategic Management Accounting
Acct 520 Advanced Auditing Theory
Acct 530 Accounting Theory and Research
Mgmt 500 Leadership in Organizations

For additional information, contact:

Dr. Harry Howe
Director, MS Accounting
Professor of Accounting
School of Business, SUNY-Geneseo
(585) 245-5465
howeh@geneseo.edu

M.S. in Education

Osman Alawiye, Dean (South Hall 217) education.geneseo.edu

Susan Salmon, Assistant to the Dean and Graduate Liaison (South Hall 219D)

Professor: E. Balajthy, D. Marozas, J. Morse, D. Showers. Associate Professors: D. Granger, M. Jensen, K. Rommel-Esham, M. Rozalski, S. Schwartz, L. Steet, K. Sugarman, L. Ware. Assistant Professors: P. Barber, E. Hall, K. Keegan, M. Liwanag, B. Morgan, S. Peck, S. Salmon, C. Kreutter. Office of Student Teaching and Field Experience: J. Williams, T. Riordan.

EARLY CHILDHOOD EDUCATION (Birth – Grade 2)

Program Description

This master's degree program is open to applicants who have their **initial teaching certification** in Early Childhood Education, Childhood Education, Childhood Education with Special Education, or Special Subjects (Birth –Grade 12). The program is designed to allow students with initial certification in Early Childhood Education to obtain professional certification in Early Childhood Education and to allow students with other areas of initial certification to obtain professional certification in that area and to add initial certification in Early Childhood Education.

Admission Requirements

Applicants must have the equivalent of New York State **initial** certification in Elementary Education (PreK-6). A combination of the following assessments will be used as criteria for admission decisions to the graduate programs in reading and literacy: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g., a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 credit hours

| A. | Foundational Courses (Must be completed by all): | | 6 Credit Hours |
|----|--|--|----------------|
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | OR EDUC 503 | OR The School and Society | |
| | EDUC 504 | Educational Research Methodology | 3 |

| | | | |
|----|---|---|--------------------|
| B. | Pedagogical Content Courses: | | 15-18 Credit Hours |
| | ECED 541 | Child Development & Assessment in Early Education | 3 |
| | ECED 542 | Advanced Curriculum Development in Early Education | 3 |
| | ECED 543 | Policy Issues and Programs in Early Education | 3 |
| | ECED 544 | Family Relations in Early Education | 3 |
| | ECED 546 | Language and Literacy Across the Early Childhood Curriculum | 3 |
| | ECED 545* | Action Research Seminar in Early Education (optional)* | 0-3 |
| C. | Electives under advisement selected from any graduate course offering | | 3-6 Credit Hours |
| D. | Internship | | 6 Credit Hours |
| | ECED 547 | Leadership/Inquiry Internship in Early Education** | 6 |
| | | ** (a) To be taken in 2-hour segments and repeated in 1 or more setting for 6 hours; (b) Includes minimum of 50 hours plus 20 days in early childhood classroom at prekindergarten, kindergarten, and grade 1 or 2 levels, if no prior experiences at these levels | |
| E. | Culminating Experience | | |
| | A comprehensive examination, OR a videotape of a research/leadership project presentation plus a project paper (*requires EDUC 545), OR a thesis under the guidance of an advisor (*requires EDUC 545). | | |

TEACHING OF READING AND LITERACY Birth through Grade 6

Program Description

This master's program is open to applicants who have the **initial** classroom teaching certificate for teaching either at the Early Childhood or Childhood levels, or both. The program is designed to allow students with initial certification to obtain professional certification at the Early Childhood or Childhood levels and initial certification in the Teaching of Reading and Literacy, Birth through Grade 6. Emphasis is placed on knowledge of research methods and findings in the field. Emphasis is also placed on diagnosis and instruction in meeting the needs of diverse learners. Culminating experiences include both planning and implementing an action research project and conducting intensive diagnostic/instructional clinical experiences with Early Childhood and Childhood students who have severe reading/literacy difficulties.

Admission Requirements

Applicants must have the equivalent of New York State *initial* classroom teaching certificate for teaching either at the Early Childhood or Childhood levels, or both. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs in reading and literacy: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g. a photocopy of certification forms); (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character; and (5) essay.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| | | | |
|----|---|---|-----------------|
| A. | Core of Common Learnings | | 18 Credit Hours |
| | CURR 510 | Foundations of Literacy Education | 3 |
| | CURR 511 | Methods & Materials in Reading/Literacy | 3 |
| | CURR 512 | Diagnosis & Assessment in Reading/Literacy: Early Childhood & Childhood | 3 |
| | CURR 513* | Practicum: Meeting the Needs of Diverse Readers - Early Childhood | 3 |
| | CURR 513* | Practicum: Meeting the Needs of Diverse Readers - Childhood | 3 |
| | CURR 535* | Action Research in Reading/Literacy | 3 |
| | | | |
| B. | Foundations of Education | | 3 Credit Hours |
| | EDUC 504 | Educational Research Methodology | 3 |
| | | | |
| C. | Electives under advisement selected from any graduate course offering | | 12 Credit Hours |
| | | | |
| D. | Culminating Experience | | |
| | *Degree candidates must successfully complete a field-centered research project under the guidance of an advisor (CURR 535) and 6 credits of clinical practica (CURR 513). Final written reports of research projects must conform to the School of Education guidelines and the format prescribed by the style manual of the American Psychological Association or Turabian, <i>A Manual of Style</i> (University of Chicago Press). | | |

TEACHING OF READING AND LITERACY

Grade 5 to 12

Program Description

This master's program is open to applicants who have the **initial** classroom teaching certificate for teaching either at the Middle Childhood or Adolescence levels, or both. The program is designed to allow students with initial certification to obtain professional certification at the Middle Childhood or Adolescence levels and initial certification in the Teaching of Reading and Literacy, Grade 5 to 12. The program prepares students to teach and administer literacy education efforts, grades 5 through 12, as well as for college developmental reading and adult literacy. Emphasis is placed on knowledge of research methods and findings in the field. Emphasis is also placed on diagnosis and instruction in meeting the needs of diverse learners. Culminating experiences include both planning and implementing an action research project and conducting intensive diagnostic/instructional clinical experiences with Middle Childhood and Adolescent students who have severe reading/literacy difficulties.

Admission Requirements

Applicants must have the equivalent of New York State **initial** classroom teaching certificate for teaching either at the Middle Childhood or Adolescence levels, or both. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs in reading and literacy: (1) a completed application form; (2) an official transcript from all former institutions of study, with acceptable grade point average; (3) indication of certifications received (e.g., a photocopy of certification forms); (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character; and (5) an essay.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| A. | Core of Common Learnings | 27 Credit Hours | |
|----|--------------------------|---|---|
| | CURR 510 | Foundations of Literacy Education | 3 |
| | CURR 511 | Methods & Materials in Reading/Literacy | 3 |
| | CURR 522 | Diagnosis & Assessment in Reading/Literacy: MC to A | 3 |
| | CURR 513* | Practicum: Meeting the Needs of Diverse Readers - Middle School | 3 |
| | CURR 513* | Practicum: Meeting the Needs of Diverse Readers - Adolescent | 3 |
| | CURR 520 | Teaching of Reading for Secondary, College, & Adult Students | 3 |
| | CURR 535* | Action Research in Reading/Literacy | 3 |

| | | | |
|----|---|---|----------------|
| | CURR 436 | Teaching Young Adult Literature | 3 |
| | CURR 440 | Content Area Reading/Literacy in the Secondary School | 3 |
| | | | |
| B. | Foundations of Education | | 3 Credit Hours |
| | EDUC 504 | Educational Research Methodology | 3 |
| | | | |
| C. | Electives under advisement selected from any graduate course offering | | 3 Credit Hours |
| | | | |
| D. | Final Evaluation | | |
| | *Degree candidates must successfully complete a field-centered research project under the guidance of an advisor (CURR 535) and 6 credits of clinical practica (CURR 513). Final written reports of research projects must conform to the School of Education guidelines and the format prescribed by the style manual of the American Psychological Association or Turabian, <i>A Manual of Style</i> (University of Chicago Press). | | |

TEACHING IN MULTICULTURAL EDUCATION (Grades 1-6)

Program Description

This master's program is open to applicants who have the **initial** classroom teaching certificate for teaching at the Childhood level. The graduate program for Teaching in Multicultural Education (TIME) will add to students' undergraduate knowledge of teaching and learning in grades 1-6 schools by focusing on the multicultural dimensions of education in a diverse society. The program will begin with a core component that will address the philosophical, psychological, and social dimensions of multicultural education, focusing on critical pedagogy, multicultural materials, and methods that are social constructivist, antiracist, and global in perspective. The program will include a research component, in which students will take a research course, and design and complete a project or a thesis, according to revised guidelines for projects and theses.

Admission Requirements

Applicants must have the equivalent of New York State **initial** classroom teaching certificate for teaching at the Childhood level. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs in reading and literacy: (1) a completed application form; (2) an official transcript from all former institutions of study, with acceptable grade point average; (3) indication of certifications received (e.g., a photocopy of certification forms); (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character; and (5) an essay.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 34-36 Credit hours

| | | | |
|----|---|---|------------------|
| A. | Core of Common Learnings | | 18 Credit Hours |
| | EDUC 479 | Creating a Multicultural Classroom | 3 |
| | EDUC 501 | Philosophical and Psychological Assumptions about the Nature of Learning | 3 |
| | EDUC 503 | The School and Society | 3 |
| | EDUC 504 | Educational Research Methodology | 3 |
| | CURR 532 | Mathematics, Science and Technology Methods in the Elementary Classroom | 3 |
| | CURR 533 | | 3 |
| | | | |
| B. | Pedagogical Content Courses | | 6 Credit Hours |
| | CURR 530 OR EDUC 560 (Language Arts subtitle) | Language Arts for the Elementary School OR Theory and Practice of Multicultural Education: Language Arts Subtitle | 3 |
| | CURR 531 OR EDUC 560 (Social Studies subtitle) | Multicultural Social Studies Methods for the Elementary School OR Theory and Practice of Multicultural Education: Social Studies Subtitle | 3 |
| | | | |
| C. | Two elective courses chosen from among CURR 530 (if not already taken), CURR 531 (if not already taken), the EDUC 560 series (different subtitles) EDUC 488 or other graduate course offerings chosen under advisement. | | 6 |
| | | | |
| D. | Culminating Experience | | 4-6 Credit Hours |
| | EDUC 699 | Independent Study | 1-3 |
| | EDUC 620 | Master's Thesis or Project Research | 3 |

ADOLESCENCE CERTIFICATION

Program Description

Students who complete this program are eligible for New York State professional certification in Adolescence Education (7-12). Five areas of academic specialization in 7-12 are available: English, French, Mathematics, Social Studies, and Spanish.

English specialization

Richard Finkelstein, Chair (Welles Hall 226) - english.geneseo.edu

Distinguished Teaching Professors: R. Herzman, E. Stelzig. Professors: K. Asher, C. Dahl, C. Easton, R. Finkelstein, E. Gillin, T. Greenfield, D. Kelly, M. Lima, B. McCoy, J. Walker. Associate Professors: K. Cooper, G. Drake, R. Hall, P. Schacht, C. Woidat. Assistant Professors: R. Doggett, J. Okada, G. Paku, A. Rutkowski. Lecturers: W. Freed, W. Harrison. Adjunct Faculty: C. Belta-Hosek, J. Eddy, C. Faurot, M. Gillin, E. Herzman, W. Kennison, A. McAlpine, M. Millard, C. Perri, R. Seguin. Visiting Assistant Professor: K. Gentry.

Students who complete this program are eligible for New York State professional certification for teaching English at the Adolescence level.

Admission Requirements

Applicants must have the equivalent of New York State *initial* classroom teaching certificate for teaching in Adolescence Education prior to entering the program. Students must have completed the basic undergraduate courses required for the baccalaureate in English. Applicants also must have met requirements for initial certification in adolescence education prior to entering the program. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g., a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| A. | Core Area of Study | 15 Credit Hours | |
|----|--------------------|--|---|
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | CURR 436 | Teaching Young Adult Literature | 3 |

| | | | |
|----|---|--|-----------------|
| | EDUC 503 | The School and Society | 3 |
| | EDUC 504 | Educational Research Methodology | 3 |
| | EDUC 525 | Studies in English Education | 3 |
| | | | |
| B. | Department Area of Study | | 12 Credit Hours |
| | Four courses selected from graduate English offerings | | 12 |
| | | | |
| C. | Electives under advisement selected from any graduate course offering | | 3 Credit Hours |
| | | | |
| D. | Culminating Experience | | 3 Credit Hours |
| | CURR 535 | Action Research: Action Research in Reading & Literacy | 3 |

Descriptions of graduate English courses can be found at:

http://dean.geneseo.edu/curriculum/grad_courses/

French specialization

Rose McEwen, Chair (Welles Hall 212B) - forlang.geneseo.edu

Associate Professors: B. Evans, J. Gomez, C. Klima, R. McEwen, E. R. Van Vliet. Assistant Professors: L. Bernard, R. Delgado, C. Rowley. Lecturers: A. Baer, F. Brea. Adjunct Faculty: A. Aljaysh, E. Aljibori, A. Betts, I. Dominguez, W. Heller, M. Houghton, S. Kelly, R. Ptak, J. Shuffelton, J. Tang, T. Tewksbury, R. Vallejo.

Students who complete this program are eligible for New York State professional certification for teaching French at the Adolescence level.

Admission Requirements

Applicants must have the equivalent of New York State *initial* classroom teaching certificate for teaching in Adolescence Education prior to entering the program. Students must have completed the basic undergraduate courses required for the baccalaureate in French. Applicants also must have met requirements for initial certification in adolescence education prior to entering the program. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g., a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| | | | |
|----|---|--|-------------------|
| A. | Core Area of Study | | 6 Credit Hours |
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | EDUC 503 | The School and Society | 3 |
| B. | Department Area of Study | | 12 Credit Hours |
| | Four courses selected from graduate French offerings listed below. | | |
| C. | Electives under advisement selected from any graduate course offering | | 9-15 Credit Hours |
| D. | Culminating Experience | | 0-6 Credit Hours |
| | The completion of a comprehensive examination OR a thesis in the target language under the guidance of a faculty advisor in the Department of Foreign Languages. The choice must be registered with the Dean of the School of Education. Theses must conform to the guidelines approved by the College and the School of Education. Theses format must conform to that prescribed by the <i>MLA Style Manual and Guide to Scholarly Publishing</i> . | | |

Courses integrating pedagogy and French

| | |
|---|--|
| FREN 413 Contemporary French Society | FREN 425 French Civilization |
| FREN 416 Grammar and Syntax | FREN 426 The French-Speaking World |
| FREN 417 French Phonology | FREN 450 Early French Literature |
| FREN 418 Advanced Grammar and Composition | FREN 455 Classical Period and Enlightenment |
| FREN 419 History of the Language | FREN 460 From Romanticism to Le Nouveau Roman |
| FREN 423 Linguistics | FREN 465 Selected Topics in French Literature (subtitle) |

Descriptions of graduate French courses can be found at:

http://dean.geneseo.edu/curriculum/grad_courses/

Mathematics specialization

Edward Wallace, Chair (South Hall 323) - math.geneseo.edu

Distinguished Teaching Professor: G. Towsley. Professors: L. Friedland, C. Leary, O. Nicodemi, E. Wallace. Associate Professors: H. Dang, B. Esham, C. Haddad, J. Johannes, A. Kedzierawski, A. Macula, M. Sutherland, C. Tang, J. Tsai. Assistant Professors: A. Heap, P. Rault. Lecturers: S. McKenna, B. Stewart. Adjunct Faculty: R. Colosi, D. Dussault, E. Harris, D. House, A. Rose, L. Smith, L.J. Webster.

Students who complete this program are eligible for New York State professional certification for teaching Mathematics at the Adolescent level.

Admission Requirements

Students eligible for admission must have completed the basic undergraduate courses required for the baccalaureate in Mathematics. This should include calculus and at least one course in each of the following areas: algebra (modern algebra, linear algebra, etc.); analysis (advanced calculus, elementary functions, real variables, etc.); geometry (foundations of geometry, non-Euclidean geometry, advanced Euclidean geometry, etc.); probability and/or statistics (calculus oriented). Applicants must have the equivalent of New York State *initial* classroom teaching certificate for teaching in Adolescence Education. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g., a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| A. | Core Area of Study | | 12 Credit Hours |
|----|---|--|-----------------|
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | EDUC 503 | The School and Society | 3 |
| | EDUC 504 | Educational Research Methodology | 3 |
| | INTD 510 | Seminar on Secondary School Mathematics & Pedagogy | 3 |
| | | | |
| B. | Department Area of Study | | 12 Credit Hours |
| | Four courses selected from graduate Mathematics offerings listed below. | | |
| | The Mathematics Department will offer one course from the list below on a rotating basis each semester. Please contact the Mathematics Department for the course rotation schedule. | | |
| | | | |

| | | |
|----|--|------------------|
| C. | Electives under advisement selected from any graduate course offering | 3-6 Credit Hours |
| D. | Culminating Experience | 3-6 Credit Hours |
| | Research project conducted under the supervision of a faculty member from the Department of Mathematics and/or the School of Education. Theses format must conform to that prescribed by the <i>MLA Style Manual and Guide to Scholarly Publishing</i> . | |

Courses integrating pedagogy and mathematics

| | |
|---|---|
| MATH 421 Foundations of Calculus | MATH 437 Applied Combinatorics |
| MATH 432 Classical Algebra | MATH 460 Statistical Methods |
| MATH 433 Applied Matrix Techniques | MATH 470 History and Fundamentals Concepts of Mathematics |
| MATH 435 Transformational Geometry | MATH 475 Applied and Computational Mathematics |
| MATH 436 Euclidean and Non-Euclidean Geometry | MATH 490 Directed Study |

Descriptions of graduate Mathematics courses can be found at:
http://dean.geneseo.edu/curriculum/grad_courses/

Social Studies specialization

The specialization in Social Studies is administered by the Departments of **Geography** (*geography.geneseo.edu*); **Anthropology** (*anthropology.geneseo.edu*); **Economics** (*business.geneseo.edu*, **Sociology** *sociology.geneseo.edu*); **Political Science** (*polisci.geneseo.edu*); and **Psychology** (*psychology.geneseo.edu*).

Students who complete this program are eligible for New York State professional certification for teaching Social Studies at the Adolescence level.

Admission Requirements

Students must have completed the basic undergraduate courses required for the baccalaureate in the academic area of the social sciences in which they are seeking certification. Applicants must have the equivalent of New York State **initial** classroom teaching certificate for teaching in Adolescence Education A combination of the following assessments will be used as criteria for admission decisions to the graduate programs: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g.,

a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 34 Credit hours

| | | | |
|----|--|--|-----------------|
| A. | Core Area of Study | | 16 Credit Hours |
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | EDUC 503 | The School and Society | 3 |
| | EDUC 504 | Educational Research Methodology | 3 |
| | CURR 440 | Reading in the Content Areas: Secondary | 3 |
| | INTD 597 | Interdepartmental Seminar in the Social Studies | 3 |
| | INTD 690 | Seminar in Secondary Education | 1 |
| B. | Department Area of Study | | 12 Credit Hours |
| | Four courses selected from graduate offerings in History, Geography, Anthropology, Economics, Sociology, Political Science or Psychology | | |
| C. | Electives under advisement selected from any graduate course offering | | 3 Credit Hours |
| D. | Culminating Experience | | 3 Credit Hours |
| | Research project conducted under the supervision of a faculty member from the social sciences faculty and/or the School of Education. The theses format must conform to that prescribed by the <i>MLA Style Manual and Guide to Scholarly Publishing</i> . | | |

Descriptions of graduate courses in history, geography, anthropology, economics, sociology, political science and psychology can be found at:

http://dean.geneseo.edu/curriculum/grad_courses/

Spanish specialization

Rose McEwen, Chair (Welles Hall 212B) - forlang.geneseo.edu

Associate Professors: B. Evans, J. Gomez, C. Klima, R. McEwen, E. R. Van Vliet. Assistant Professors: L. Bernard, R. Delgado, C. Rowley. Lecturers: A. Baer, F. Brea. Adjunct Faculty: A. Aljaysh, E. Aljibori, A. Betts, I. Dominguez, W. Heller, M. Houghton, S. Kelly, R. Ptak, J. Shuffelton, J. Tang, T. Tewksbury, R. Vallejo.

Students who complete this program are eligible for New York State professional certification for teaching Spanish at the Adolescent level.

Admission Requirements

Students must have completed the basic undergraduate courses required for the baccalaureate in Spanish. Applicants must have the equivalent of New York State **initial** classroom teaching certificate for teaching in Adolescence Education prior to entering the program. A combination of the following assessments will be used as criteria for admission decisions to the graduate programs: (1) a completed application form; (2) an official transcript from all former institutions of study; (3) indication of certifications received (e.g., a photocopy of certification forms); and (4) letters of recommendation from people who can attest to academic potential for graduate study and to personal and professional character.

Deadline dates: October 1 for spring admission and March 1 for the upcoming summer and fall admission.

Curricular Requirements

Total: 33 Credit hours

| | | | |
|----|---|--|---|
| A. | Core Area of Study | 6 Credit Hours | |
| | EDUC 501 | Nature of Learning: Philosophical and Psychological Foundations of Education | 3 |
| | EDUC 503 | The School and Society | 3 |
| B. | Department Area of Study | 12 Credit Hours | |
| | Four courses selected from graduate Spanish offerings listed below. | | |
| C. | Electives under advisement selected from any graduate course offering | 9-15 Credit Hours | |
| | Elective courses are selected under advisement. Students can elect to broaden their knowledge in other academic areas, specialize in education theory or service areas, or pursue greater specialization in their academic area of certification. (In some cases electives may have to be chosen to remove undergraduate deficiencies if appropriate courses are available at the graduate level. | | |

| D. | Culminating Experience | 0-6 Credit Hours |
|----|---|------------------|
| | The completion of a comprehensive examination OR a thesis in the target language under the guidance of a faculty advisor in the Department of Foreign Languages. The choice must be registered with the Dean of the School of Education. Theses must conform to the guidelines approved by the College and the School of Education. Theses format must conform to that prescribed by the <i>MLA Style Manual and Guide to Scholarly Publishing</i> . | |

Courses integrating pedagogy and Spanish

| | |
|---|---|
| SPAN 413 Contemporary Spanish Civilization | SPAN 450 Early Spanish Literature |
| SPAN 414 Contemporary Spanish-American Civilization | SPAN 452 Golden Age Spanish Literature |
| SPAN 416 Grammar and Syntax | SPAN 453 Colonial Latin-American Literature |
| SPAN 417 Phonology | SPAN 462 19th Century Spanish Literature |
| SPAN 418 Advanced Grammar and Composition | SPAN 463 19th Century Latin-American Literature |
| SPAN 419 History of the Language | SPAN 472 20th Century Spanish Literature |
| SPAN 423 Linguistics | SPAN 473 20th Century Latin-American Literature |
| SPAN 425 Spanish Civilization | SPAN 482 Selected Topics in Hispanic Literatures and Cultures |
| SPAN 426 Spanish-American Civilization | |

Spanish Descriptions of graduate Spanish courses can be found at: http://dean.geneseo.edu/curriculum/grad_courses/

M.A. in Speech - Language Pathology

Linda I. House, Chair (Sturges Hall 218) cds.geneseo.edu

Douglas J. MacKenzie, Graduate Program Director (Sturges 208D)

Distinguished Teaching Professor: R. Owens. Professors: L. House, D. Metz. Associate Professor: D. MacKenzie. Assistant Professor: L. Spencer. Clinic Coordinator: L. Deats.

Clinical Supervisors: B. Henke-Lofquist, L. Deats. Lecturer: I. Belyakov, C. MacKenzie, D. Scott. Adjunct Faculty: E. Cochrane, K. Eppeira, B. Gall, C. Hawk, T. House, K. Leach, W. Metz, G. Serventi, K. Venezia, R. Whitehead.

Program Description

The graduate program in Speech-Language Pathology at the State University of New York at Geneseo is accredited by the Council on Academic Accreditation of the American Speech Language Hearing Association. For a complete program description consult the Graduate Student Manual for the Department of Communicative Disorders & Sciences which can be found at cds.geneseo.edu

Admission Requirements

Applicants to the Geneseo MS Speech-Language Pathology program should have completed an undergraduate degree or its equivalent. Prerequisites for admission to the program include a minimum of 51 hours of undergraduate coursework including the following:

1. Three credits in Biological Sciences (human biology)
2. Three credits in Physical Sciences (Chemistry or Physics only)
3. Three credits in Mathematics/Statistics
4. Three credits in Behavioral and/or Social Sciences
5. Twenty-seven credits in Basic Communication Processes and Speech-Language Pathology, including at least twelve credits in each. In addition, Basic Communication Processes courses must include one course in each of three areas of Anatomical and Physiological Bases, Physical and Psychophysical Bases, and Linguistic and Psycholinguistic Bases of Communication.
6. Six credits of introductory courses in Audiology, including one course in Auditory Disorders and Assessment and one course in Aural Rehabilitation.
7. Two introductory Clinical Practicum courses. (CDSC 330, 331, 363 or equivalent).

Students who have completed these prerequisites may apply for January or summer admission. Students accepted with undergraduate degrees from other institutions may be deficient in this coursework and must complete it prior to or concurrent with graduate courses. Generally, students in this category may apply for Fall admission only.

Candidates should submit the one-page SUNY Graduate School application http://dean.geneseo.edu/forms/Grad_Application.pdf along with two letters of recommendation, official copies of GRE scores and official transcripts from all institutions of higher education attended. Candidates must complete an interview prior to acceptance.

Deadline dates: October 1 for January admission and February 1 for the upcoming summer or fall.

Curricular Requirements

Total: 56 credit hours

| A. | | Required courses | | 29 Credit Hours |
|----|------------------------------------|---|---|-----------------|
| | | CDCS 420 | Advanced Clinical Intervention | 3 |
| | | CDCS 421 | Diagnosis of Speech and Language Disorders | 3 |
| | | CDCS 435 | Research Design in Communication Disorders | 3 |
| | | a graduate course in audiology | | 3 |
| | | CDCS 434 | Neurological Bases of Communication | 3 |
| | | CDCS 533 | Clinical Instrumentation in Speech Disorders | 3 |
| | | CDSC 581 | Clinical Practicum in Audiology | 1 |
| | | CDSC 582 | Clinical Practicum in Assessment | 3 |
| | | CDCS 583 | Clinical Practicum in Speech-Language Intervention | 1 |
| | | | | |
| | | CDCS 585 AND/OR CDCS 587 | Advanced Practicum in Speech Pathology* Graduate Internship in Communication Disorders** | 6 |
| | | *(2-3 days/week) **(4-5 days/week) CDSC 421 is a prerequisite to CDSC 585/587. Students must enroll in practicum and/or internship by advisement until they have completed ASHA practicum hour requirements. One 587 may be substituted for one 585's for no more than 9 hours of practicum/internship. | | |
| B. | | Speech and language disorder courses | | 24 Credit Hours |
| | 1. Language | | | |
| | | CDCS 541 | Adult Language Disorders | 3 |
| | | CDCS 445 | Severe Language Impairment | 3 |
| | and at least one of the following: | | | |
| | | CDCS 447 | Language Disorders in Children | 3 |
| | | CDCS 528 | Augmentative & Alternative Communication | 3 |
| | 2. Speech | | | |
| | at least two of the following: | | | |
| | | CDCS 423 | Craniofacial anomalies | 3 |
| | | CDCS 443 | Advanced Articulation and Phonology Intervention | 3 |
| | | CDSC 449 | Speech and Language Disorders in Diverse Populations | 3 |
| | | CDCS 519 | Fluency Disorders | 3 |
| | | CDCS 522 | Neurogenic Speech Disorders | 3 |
| | | CDSC 526 | Voice Disorders and Alaryngeal Speech | 3 |

| | | | |
|----|--|-----------|----------------|
| | 3. Swallowing | | |
| | CDSC 527 | Dysphagia | |
| | | | |
| C. | Electives | | 3 Credit Hours |
| | <p>An elective may include any of the following courses:</p> <p>Any speech and language disorder course</p> <p>Any pre-approved course outside the department (A maximum of 3 graduate hours outside the department is permitted within the 48 hours. Students should plan to complete required courses before taking any elective courses to ensure all ASHA-CCC and departmental requirements are met by graduation. Students wishing to take an elective outside the department must have prior approval of the Director of the Graduate Program.)</p> <p>CDSC 470, Counseling in Communicative Disorders</p> <p>CDSC 436, Communicative Disorders Research</p> <p>Any audiology course</p> <p>Three or fewer credits of CDSC 599 (Directed study)</p> <p>CDSC 570: Seminar (may be taken more than once)</p> <p>Six credits of thesis.</p> | | |

TRANSFER OF CREDIT

The department allows a maximum of three semester hours of appropriate graduate coursework to be transferred from other accredited institutions of higher education, but no transfer course may be substituted for required courses.

TEACHER CERTIFICATION

Those students with initial teaching certification from the State of New York as Teachers of the Speech and Hearing Handicapped can obtain their professional certification upon receiving their Master's degree, applying to the Teacher Certification Office, and completing three years of work experience in a school. Those students who do not have initial teaching certification from the State of New York can apply for their professional certification by completion of additional coursework and student teaching. The student must complete:

1. 12 credit hours of education courses, including INTD 203, CDSC 310, and CDSC 362, plus any of the following: CDSC 142, 240, 241, 242, and 261 or 361;
2. H&PE 350, Health & Safety Issues in Schools;
3. CDSC 587, Internship in addition to CDSC 585, Advanced Practicum, and
4. Graduate Program in Speech-Language Pathology.

The student should carefully plan his/her coursework in consultation with the graduate program director.

EXAMINATIONS

1. Each student is required to pass a departmental examination on the ASHA requirements and Code of Ethics and on the state licensure and teacher certification requirements. This examination is given as part of the required CDSC 420 course.

2. The comprehensive (exit) examination is the Praxis Examination in Speech-Language Pathology that is required by ASHA for the Certificate of Clinical Competence and by New York State for the Professional License. This examination is administered by the Educational Testing Services as a Specialty Area NTE three times per year (in the fall, spring, and summer). The ETS PRAXIS Series Registration Bulletin, which contains all registration material, is available in the Department Office, the Graduate Office, and the Office of Career Services. As per college policy stated in the Geneseo Guide to Graduate Studies, the National Examination in Speech-Language Pathology can only be taken by those students who possess a 3.0 GPA and will have completed all required coursework and are within six hours of graduation by the end of the semester in which they take the examination.

THESIS OPTION

General information about the thesis option may be found in the Geneseo Guide to Graduate Studies, and specific details concerning departmental procedures may be obtained from the Director of The Graduate Program in Speech-Language Pathology.

ADVISEMENT- PLAN OF STUDY AND FINAL ADVISEMENT FORMS

Prior to beginning graduate study, each student **must** meet with the Graduate Director to plan an individualized program. Students **must** keep in close contact with the Graduate Director during their course of study at Geneseo. It is suggested that students meet with the Graduate Director at least once a semester and plan their program in accordance with their own needs for fulfillment of ASHA requirements. During the last semester at Geneseo, students **must** complete the Final Advisement Form which summarizes a student's completion of all graduate requirements for the M.A. degree at Geneseo and all requirements for the ASHA CCC. At this time students must also complete the ASHA CCC Application and New York State License Application which must be signed by the Department Chair after all requirements are completed.

ENROLLMENT POLICY

Students accepted for summer admittance **must** begin their graduate program in the second session of summer school and take CDSC 420. They must attend the third session in addition. First session and other second session courses are reserved for those who have already taken at least one full semester. Incoming

graduate students with no practicum experience can only begin in fall and must complete both CDSC 330 and 331 prior to taking CDSC 420. The graduate program is a full-time program of study. Full time status is 12 graduate credit hours or four 3-credit courses per semester. Although students may enroll for 13-14 graduate credit hours, they may not enroll in five 3-credit graduate courses.

Student Code of Conduct

Article I - Preamble

The rights and privileges exercised by any person are always a function of relationships with others. Each person is held responsible, formally and informally, for the way freedom is used. When freedom is used non-constructively, the judicial process can determine the response appropriate to the particular kind of abuse. The College's judicial process includes counseling to help individuals gain self awareness and awareness of the consequences of their actions, and to help increase interpersonal competence through a mature acceptance of responsibility. In all aspects, the judicial process is fundamental to education, a major purpose of which is to help people make the wisest possible use of the freedom they have. Generally, jurisdiction for SUNY Geneseo for judicial matters shall be limited to conduct which occurs on College premises or which adversely affects the College Community and/or pursuit of its objectives. However, loss of privileges, specified disciplinary requirements, or separation from the College may be imposed on any student whose conduct on or off campus adversely affects the academic community, particularly as it shows failure to accept responsibility for the welfare of other persons. Geneseo students, as members of the College community are expected to act with respect for the safety, personal rights and property of individuals and groups outside the College, as well as respect the proper authority of local, state, and federal officers and officials. Conduct off campus may entail College disciplinary action, notwithstanding where such actions occur, if it is of a serious nature affecting the interests of the College community and violates College standards of conduct as set forth herein.

A College judicial proceeding is not a trial; and any attempt to make it similar would seriously impair its educational function, which requires open discussion rather than adversarial debate. Nevertheless, forms of due process are used in the interest of fairness.

Article II - Definitions

When used in this Student Code of Conduct

1. The terms "College", "institution", and "SUNY Geneseo" mean the State University College at Geneseo, New York.
2. The term "student" includes all persons taking courses at SUNY Geneseo, both full and part-time, pursuing undergraduate or graduate studies. Also, those persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students".
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular incident shall be determined by the Dean of Students.
6. The Vice President for Student and Campus Life and/or the Dean of Students are the persons designated by the College President to be responsible for the administration of the Student Code of Conduct.
7. The term "judicial body" means any person or persons authorized by the Dean of Students, to determine whether a student has violated the Student Code of Conduct.

8. The term “Judicial Panel” means a body of at least fifteen (15) members from which Judicial Committees are chosen. The members are appointed by the President of the College with the recommendation from the Vice President for Student and Campus Life or her/his designee. The Judicial Panel consists of at least five (5) faculty members, five (5) administrative staff members and five (5) student members. Appointments are for the period of one year and are renewable.
9. The term “Judicial Committee” means a group of three (3) voting members (1 administrator, 1 faculty, 1 student) drawn from the College Judicial Panel by the Dean of Students to hear a case of student misconduct. The Dean of Students or her/his designee serves as a nonvoting chairperson and procedural officer.
10. The term “resolution officer” means a College official authorized by the Dean of Students on a case-by-case basis to determine whether students have violated the Student Code of Conduct and to impose sanctions upon students found to have violated the Student Code of Conduct.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “presenter” means a College faculty member or College official appointed by the Dean of Students or her/his designee to present College misconduct cases to the Judicial Committee. The presenter does not represent any one party involved but rather offers the basic information on the case at hand.
14. The term “judicial advisor” means a College faculty member or College official who assists the accused student or complainant in a College Judicial Committee. The judicial advisor may accompany the accused student to any Committee hearing or pre-hearing meeting. The judicial advisor is chosen by the accused or complainant and may address the Disciplinary Committee within a limited focus as determined by the chairperson.
15. The term “policy” is defined as the written regulations of the College as found in, but not limited to, The Student Code of Conduct, Residence Hall License, Update, Undergraduate Bulletin, Graduate Bulletin and the Student Handbook.
16. For students found responsible for hazing or other serious violations which lead to the death or serious physical injury of another person, and result in a student’s suspension or dismissal, a permanent notation will be made on the student’s academic transcript. Further, students found responsible for such violations shall not receive credit for the semester in which the suspension or dismissal occurred, and will be liable for all tuition and fees for that semester. [College Council approved – December 3, 2004]

Article III - Proscribed Conduct

Geneseo is distinguished by one overriding purpose: to achieve excellence in higher education. The College realizes this through a spirit of cooperation and collaboration among all members of the community. In particular, Geneseo values:

Excellence, and upholds high standards for intellectual inquiry and scholarly achievement;

Innovation, and affirms a spirit of exploration that fosters continued excellence;

Community, and embraces the educational aspirations and interests that its members share;

Diversity, and respects the unique contributions of each individual to the campus community;

Integrity, and promotes the development of ethical citizens;

Service to society, and models the qualities it seeks to develop in its students;

Tradition, and celebrates its long history of collaborative, learning-centered education.

Personal honesty and integrity, respect of oneself and others, concern for the physical well-being of oneself and others, and concern for the community are fundamental to the development of self-awareness and interpersonal competence that characterize a liberally educated person.

A. General Conduct Rules and Regulations

The following is a list of examples of the types of behaviors that are antithetical to the values Geneseo has identified as essential elements for excellence in higher education. It is published to provide fair notice of the types of conduct that may result in disciplinary action. This list is not all-inclusive.

Examples of behaviors that may lead to disciplinary action include:

1. Physical or verbal abuse, intimidation, or harassment of another person or group of persons including acts such as killing, assaulting, battering, stalking, sexually assaulting, or sexually harassing another person.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment; setting unauthorized fires; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession, use, or storing on campus of firearms (including compressed air guns, pellet, or BB guns), weapons, dangerous chemicals, martial arts weapons, or any explosive device of any description, knives, or fireworks.
3. Obstruction or forcible disruption of regular college activities, including teaching, research, administration, campus services, discipline, organized events, and operation and maintenance of facilities; interference with the free speech and movement of members of the College Community; refusal to identify oneself when requested or to obey any other lawful instruction from a College official or faculty member to discontinue or modify any action which is judged disruptive.
4. Dishonesty, including (but not limited to) provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud. Causing, making, or circulating a false report or warning of a fire, explosion, crime or other catastrophe.
5. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance to college facilities, possession of stolen property, and littering.
7. Illegal use, sale, distribution, manufacturing, or possession of stimulants, intoxicants, or drugs. Participation of a student in any incident, accident, or personal injury that is related to the use by that student of any stimulant, intoxicant, or drug.
8. Use or possession of open containers of alcoholic beverages on campus other than at approved locations and events, or in accordance with the SUNY Geneseo Policy on Alcohol and Illicit Drugs. Containers of alcoholic beverages found on campus that are not in compliance with approved college policies will be confiscated and/or destroyed by a University Police Officer or College official.
9. Gambling on campus or at organized student activities.
10. Theft or abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College's computing system
11. Failure to comply with the lawful directions of any college official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. (Emergency orders may supersede some written regulations. Students who receive orders

which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff members by writing to the Vice President for Student and Campus Life.)

12. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body, witness, or complainant prior to, during and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
13. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity.
14. Violating state or federal law if such action has serious impact on the College community.
15. Violating College policy.

B. Violation of Law and College Policies

Geneseo judicial proceedings may be instituted against a student charged with violation of a law which is also a violation of the Student Code of Conduct. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Dean of Students.

Article IV - Procedures

1. Any member of the College community may file a complaint against any student for misconduct. A complaint shall be prepared in writing and directed to the Dean of Students. Any complaint should be submitted as soon as possible and no later than six months after the event takes place. The Dean of Students may waive the six-month limitation when a late submission is reasonable, as determined by the Dean of Students.
2. The Resolution Officer may conduct an investigation to determine if the charges have merit and/or they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Resolution Officer. Such disposition shall be final and there shall be no subsequent proceedings.
3. The Dean of Students or her/his designee will review the results of the investigation to determine the severity of the charges. A case will then be designated as Level I or Level II. Level I cases are those in which the resultant action is expected to be less than suspension. These cases are adjudicated by a Resolution Officer. Level II cases are more severe cases where suspension or dismissal from the College is a possible outcome. Level II cases are heard by a Judicial Committee.
4. All charges shall be presented to the accused student in written form within five (5) business days of receipt of a written complaint. The written charges will outline the specific rule(s), regulation(s), or law(s) violated. Written notice also includes a brief description of the incident and, when possible, the date, time, and location where the infraction occurred, and a copy of the Judicial Procedures. Maximum time limits for notification may be extended at the discretion of the Dean of Students. For Level I cases, a hearing shall be scheduled in not fewer than 24 hours and not more than ten (10) business days after the student has been notified. For Level II cases, a hearing shall be scheduled in not fewer than five (5) business days and not more than ten (10) business days after the student has been notified. Maximum time limits for scheduling of a hearing may be extended at the discretion of the Dean of Students.

5. In Level II cases, the accused student is given the opportunity to meet with a staff member prior to the convening of the Judicial Committee to discuss the Committee procedures.
6. The College allows students accused of violating the Student Code of Conduct to have the benefit of counsel at all Level II disciplinary hearings and in those cases where a student is facing coexistent criminal and intramural charges stemming from the same incident. Counsel's role shall be passive and it is limited to advising the student as to whether the student should or should not answer questions. Counsel is not allowed to question members of the judicial body, witnesses, or conduct a traditional defense. Should counsel attempt to participate beyond this defined role, the chairperson or resolution officer may disqualify counsel from further participation in the proceeding.
7. Judicial proceedings shall be conducted by a judicial body according to the following guidelines.
 - a. Proceedings shall be conducted in private. In Level I and Level II proceedings, persons in attendance shall be limited to: the accused student, the judicial body, witnesses (for the duration of their testimony), and counsel as described above. In Level II cases only, participants may also include the complainant (or a representative of the College if the College is the complainant), and counsel of both the accused student and the complainant.
 - b. The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body and the accused.
 - c. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson or resolution officer.
 - d. All procedural questions are subject to the final decision of the chairperson of the judicial committee or the resolution officer.
 - e. At the conclusion of the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code of Conduct that the student is charged with violating.
 - f. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct (preponderance of evidence).
 - g. In cases involving more than one student, the judicial body will hear each case separately.
 - h. A member of a judicial body who is unable to be impartial shall disqualify him/herself.
 - i. There shall be a single audio tape recording made of all Level II proceedings. This recording shall be the property of the College.
8. There shall be a single audio tape recording made of all Level II proceedings. This recording shall be the property of the College.
9. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented.
10. A student charged with any violation of this Student Code of Conduct may choose to waive, in writing, any of the rights and/or procedures, provided to him/her under the Student Code of Conduct. When a student waives his or her right to a judicial procedure, the judicial body will be convened to review the case and determine appropriate sanctions. The decisions of the body will be binding, pending the normal appeal process.

Article V - Sanctions

The following sanctions (a single sanction or multiple sanctions may be utilized) may be imposed upon any student found to have violated the Student Code of Conduct. A student's past disciplinary record shall be considered in the determination of appropriate sanctions. The following is not an exhaustive list of sanctions.

Warning - A notice in writing to the student that the student is violating or has violated College regulations.

Disciplinary Probation - a written reprimand for violation of specified College regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period. Maximum term of Disciplinary Probation is one calendar year.

The following actions may be applied in conjunction with Disciplinary Probation:

Loss of Privileges - Denial of specified privileges for a designated period of time.

Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions - Work assignments, service to the College or other related discretionary assignments.

Deferred Removal from College Residence Halls -Notice to a student that if there is subsequent violation of the Student Code of Conduct, the privilege of living in College residence halls will be terminated immediately with no refund.

Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. No refund of housing charges.

Residence Hall Dismissal Permanent separation of the student from College residence halls. No refund of housing charges.

College Suspension - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The maximum term which may be imposed (per adjudication) is one (1) calendar year.

College Dismissal - Permanent separation of the student from the College.

Conditional Discharge - Dismissal of charges on conditions established by the judicial body.

Article VI - Interim Suspension

In certain circumstances, the President or her/his designee, may impose a College or residence hall suspension prior to the hearing before the Judicial Committee.

1. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the College community.
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses a definite direct threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, the student shall be denied access to the residence halls and/or to College premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the College official effecting the suspension may determine to be appropriate.

If suspended in this manner, the student is entitled to an interview with the Vice President for Student and Campus Life or her/his designee, within five (5) business days from the effective date of the interim suspension in order to discuss the following issues only:

- a. the reliability of the information concerning the student's conduct, including the matter of his or her identity;
- b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to him or herself or to others or the stability and continuance of normal College functions; and
- c. to outline the process through which the student's actions will be adjudicated through the College Judicial Process or to establish the conditions under which a student may return to campus. (Amended December 18, 2007)

Article VII - Notification of Parents

The College is committed to a goal of student maturity and self-direction. The College also recognizes that some students have developed these qualities to a greater extent than others. In some cases where a student has shown a pattern of irresponsible behavior and has not responded to College assistance or resources, parents may be notified. When a student is suspended, parents may be notified in order to provide parental help. Students are urged to discuss, voluntarily, with their parents all disciplinary involvements.

Article VIII - Release of Information

Discipline information is considered confidential and is governed by the College Records Policy. When the news media or others seek information about student disciplinary action, the policy employed to protect individual privacy is as follows:

To the question of whether a particular form of misconduct has occurred, the College will reply to the effect that such an incident of misconduct either was or was not reported (not proven).

To the question of whether a particular student was reportedly involved in misconduct, the College will not reply without the student's permission, unless the student has made a verified public statement on the matter.

To the question of whether disciplinary action has been taken, the College will reply to the effect that a disciplinary review has been or will be or will not be held, without comment on the result of that review.

To the question of whether a specified action resulted from the review, the College may respond to the effect that it did or did not result, but only if the news medium proves that the disciplined student stated that such an action was taken.

In the event that the student's public statement about disciplinary action is incorrect or incomplete, the College may give any details considered necessary for an accurate report without compromising other students.

Article IX - Appeals

A decision or sanction reached by the Judicial Committee or a resolution officer may be appealed by the accused student to the Dean of Students. A written appeal must be received in the Dean of Students Office within five (5) business days of receipt of written notification. In cases where the Dean of Students is the resolution officer, the appeal will be heard by the Vice President for Student and Campus Life or the Associate Vice President for Student and Campus Life. When a student appeals a judicial decision, any action based on that decision shall be suspended until the appeal process is completed.

Written petitions of appeal must be based upon the circumstances listed below. In the event the Dean of Students is unable to hear an appeal, the Vice President for Student and

Campus Life or the Associate Vice President for Student and Campus Life will hear the appeal. Appeal decisions are answered in writing and decisions are final and binding.

In cases involving appeals by students violating the Student Code of Conduct, review of the sanction by the Appellate Officer may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Appellate Officer may, upon review of the case, reduce, but not increase, the sanctions imposed by the Judicial Officer. The Appellate Officer may also remand the case for a new hearing. Except as required to explain new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing (in Level II cases) and supporting documents for one or more of the following purposes: Incorrect conclusion as to the extent of wrongdoing.

Failure of a disciplinary body/officer to follow College procedural policy.

Extremely and unfairly punitive disciplinary action. (In this case, it is necessary to distinguish between severe action, which does not constitute grounds for appeal, and extremely punitive action, i.e., out of all proportion to the misconduct which occurred.)

An appeal may be based on the unfairness of the rule that was violated, in which case a decision on the appeal is made after the rule, itself, is reviewed by appropriate College personnel.

To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

Article X - Interpretation and Revision

A question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or her/his designee for final determination.

The Student Code of Conduct shall be reviewed every year under the direction of the Dean of Students.

Article XI - Authorization

The Education Law of the State of New York (Section 356) establishes a College Council for each unit of the State University of New York with the power to make regulations governing the behavior and conduct of students at each respective campus. This Student Code of Conduct has been reviewed and approved by the College Council of SUNY Geneseo.

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