

# C.A.S. Orange Book

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## GENERAL INFORMATION

The **Orange Book** provides a general overview of Syracuse University's School of Education and its degree programs leading to the M.S., C.A.S., Ed.D., and Ph.D. degrees. Further university policy on degree study exists in the publication, **Syracuse University Bulletin: Graduate Course Catalog**, available online at <http://coursecatalog.syr.edu/>. **It is important that you familiarize yourself with both of these documents.** Although respective School of Education program areas have their own specific degree requirements, there are many commonalities addressed in the Orange Book. You will find updated information on the School of Education website: [soe.syr.edu](http://soe.syr.edu).

The School of Education is composed of seven academic program areas: Counseling and Human Services; Cultural Foundations of Education; Exercise Science; Higher Education; Instructional Design, Development and Evaluation; Reading and Language Arts; and Teaching and Leadership. Each program area is headed by a "chairperson," who is also a faculty member in that academic area. To get the most benefit from your time here, you should acquaint yourself with professors, students, and staff in areas other than your own.

## **SCHOOL OF EDUCATION ASSEMBLY**

Many policies of the School of Education, especially regarding academic program requirements, are set by the **School of Education Assembly**. The Assembly is comprised of the faculty and administrators of the School and elected student representatives. The group meets monthly during the fall and spring semesters.

## **SCHOOL OF EDUCATION COMMITTEES**

The School of Education hosts a number of committees that serve a variety of functions. *Many include student representation.* All committees welcome input from students regarding the tasks in which they are involved. In addition to these committees, special task groups are also formed throughout the year to address specific issues or problems.

**Committee on Promotions and Tenure** – serves as the governance body for the School of Education in matters of promotion and tenure.

**Committee on Degrees and the Curriculum** – meets regularly to review new programs and courses as well as proposed changes and additions to existing courses. The Committee also may study problems related to curriculum as these are presented to the Committee or initiated by it.

**Committee on Policies, Standards, and Scholarships** - meets when called upon to establish policies on admissions and scholastic standing, including student appeals and disciplinary matters against students. This committee is charged with creating processes for the review of scholarship applications.

**Committee on Diversity** - charged with reviewing initiatives to advance the School's mission regarding diversity; serves as a resource for faculty, staff, and students regarding issues and opportunities of diversity in the School; and serves as a liaison between the School and other diversity initiatives at the University.

**OFFICE OF ACADEMIC AND STUDENT SERVICES**

The **Office of Academic and Student Services** in the School of Education is located in **270 Huntington Hall**. The professional staff members in this office attend to many details regarding your graduate study. They maintain records of your progress, provide and process required forms, respond to inquiries regarding graduation and certification requirements, and facilitate your efforts in many ways. It is important to know how the office is organized so that you can contact the appropriate person when you need assistance.

*Amie Redmond* [amredmon@syr.edu](mailto:amredmon@syr.edu) 443-2506  
**Assistant Dean for Academic and Student Services**

Oversees all aspects of the Office of Academic and Student Services. Administers academic policies and procedures established by the School of Education. Works with undergraduate and graduate students and faculty in facilitating program development and resolving academic problems. The Assistant Dean represents the SOE on various University committees.

*Barbara Maphey* [bamaphey@syr.edu](mailto:bamaphey@syr.edu) 443-2506  
**Office Manager and Assistant to the Assistant Dean**

Maintains records and budgets for the Office of Academic and Student Services. Arranges appointments for the Assistant Dean. Serves as liaison for School of Education with Bursar's Office regarding tuition credit. Coordinates doctoral defenses.

*Francine Cooney* [fcooney@syr.edu](mailto:fcooney@syr.edu) 443-9319  
**Office Coordinator/Receptionist**

Responsible for greeting customers, faculty, staff and students as they enter the Office. Handles requests in person and telephone inquiries. Coordinates the Child Health and Safety on-line Seminar. Is the liaison between the Office of Academic and Student Services and the Office of the Registrar.

*Liza Rochelson* [lrochels@syr.edu](mailto:lrochels@syr.edu) 443-2505  
**Graduate Admissions Recruiter**

Oversees all aspects of the graduate admission process. Responds to program admissions inquiries and processes graduate applications for admission. Is the liaison with the Graduate Enrollment Management Center (GEMC).

*Laurie Deyo* [lldeyo@syr.edu](mailto:lldeyo@syr.edu) 443-4269  
**Undergraduate Admissions Recruiter**

Administers undergraduate admissions for School of Education. Coordinates Peer Advisor Program. Is the liaison with the Office of Undergraduate Admissions.

*Pam Hachey* [pkhachey@syr.edu](mailto:pkhachey@syr.edu) 443-2526  
**Assistant Director of Academic Advising**

Responsible for all aspects of record keeping and administration of academic processes related to school and university policies and procedures. Develops and provides supportive academic services for graduate and undergraduate students and faculty advisors to enhance the academic experience for students. Advises students whose first initial of their last name begins with A-L.

*Carol Radin*

[cvradin@syr.edu](mailto:cvradin@syr.edu)

443-9320

**Assistant Director of Academic Advising**

Responsible for all aspects of record keeping and administration of academic processes related to school and university policies and procedures. Develops and provides supportive academic services for graduate and undergraduate students and faculty advisors to enhance the academic experience for students. Advises students whose first initial of their last name begins with M-Z.

*Linda DeFrees*

[lundefree@syr.edu](mailto:lundefree@syr.edu)

443-4759

**Coordinator of Career Services and Certification**

Maintains and prepares the "credential files" of recent School of Education graduates to prospective employers. Coordinates the certification process.

## **PROCEDURES FOR THE C.A.S. DEGREE**

The **Certificate of Advanced Studies (C.A.S.)** offers greater scope, depth, and thoroughness of preparation than the Master's degree, but is a program distinct from doctoral study. Its purpose is to provide the additional specialization necessary for certification as superintendents of schools, principals, school counselors, subject matter specialists, and directors of various educational services. The Certificate is viewed as a final, or "terminal," degree rather than an intermediate award between the Master's and the Doctorate.

### **REQUIREMENTS:**

1. Student must have attained at least a Bachelor's degree. An official, degree-bearing transcript from the institution where you received your Bachelor's degree should have been included with your application materials and should be on file with an Assistant Director of Academic Advising in the Office of Academic and Student Services, 270 Huntington Hall. If you were still an undergraduate student when you applied to the C.A.S. program, it's very likely that the transcript we have on file is not degree bearing. You must verify that we have the appropriate transcript in order for you to graduate.

2. The Certificate requires a minimum of 60 graduate credit hours for completion. At least 30 credit hours must be in the area of professional specialization; 9 to 21 credit hours may be from outside the field of specialization and the balance may be comprised of graduate course work selected in consultation with your academic advisor.

The Cultural Foundations of Education Department offers a Certificate of Advanced Study in Disability Studies. The C.A.S. in Disability Studies is available to student enrolled in any Syracuse University graduate program as well as to applicants who wish to pursue the C.A.S as a single course of study.

The Instructional Design, Development, and Evaluation Department offers three Certificate of Advanced Study programs in Educational Technology (15 credits), Professional Practice in Educational Technology (24 credits), and Lifelong Learning and Continuing Education (24 credits). These programs are designed for students who require additional knowledge and expertise in order to advance in their professional careers.

3. Students must satisfactorily complete a field project report.

4. A six-hour qualifying examination is required in the area of specialization.

5. Students must have completed a Field Competency Requirement to be determined by their program.

**~ALL REQUIREMENTS MUST BE MET PRIOR TO DEGREE CLEARANCE~**

**PROCEDURES:**

1. **Consult your faculty advisor and/or chair of your program area** regarding specific courses required for your particular area of study.
2. **You must be continuously registered at Syracuse University during each FALL and SPRING semester. If you are not registering for course work, register for GRD 998, "Degree in Progress" for "0" credit hours. A Student Activity Fee will be billed to your student account at the Bursar's Office. To petition to waive the Activity Fee, contact the President of the Graduate Student Organization located in the Schine Student Center.**

If circumstances are such that you have to register for '0' credit hours for an extended period of time, you must take a leave of absence. A leave of absence permits extension of the time to complete your degree a maximum of one year. Forms for this purpose may be obtained at 270 Huntington Hall.

3. **File a Program of Study** with an Assistant Director of Academic Advising in the Office of Academic and Student Services, 270 Huntington Hall. This form must be signed by your program advisor and must be submitted prior to completion of 45 credit hours of the total program. If you intend to transfer a Master's degree from an institution other than Syracuse University, the Program of Study form must be submitted prior to the completion of the first 12 credit hours taken at Syracuse University. An official degree-bearing transcript from the other institution is required to have the credits transferred to your program here. If individual graduate level courses from other institutions are to be transferred to your program, official transcripts from each institution will need to be on file with an Assistant Director of Academic Advising in 270 Huntington Hall. Graduate credit hours to be transferred from other colleges or universities must be approved by your program advisor. The actual "transfer of credit hours" will not occur until an official **Program for the Certificate of Advanced Study** form is submitted and an official transcript from the prior institution is received. Students must have received a grade of 'B' or better in order for the credit hours to be transferred. Courses that issue nontraditional grades such as 'P' or 'S' will **not** transfer.

4. **Complete the Field Project.** The culminating report will usually consist of information gathered from internships or one or more field projects developed in conjunction with a special course or seminar conducted for this purpose, or under the supervision of the academic program advisor. A memo from the project advisor serves as indication that the requirement has been completed. If you are conducting research involving Human subjects, you must file an Institutional Review Board (IRB) application and receive IRB approval to conduct the study. IRB information and forms are available on the web: <http://orip.syr.edu>.

5. **File an application for the qualifying exam.** The time and date of your exam are agreed upon with your faculty/program advisor. The application should be submitted to the office of Academic and Student Services, 270 Huntington Hall no later than two weeks before the exam. Indication of satisfactory completion of the exam is conveyed to an Assistant Director of Academic Advising by rating sheets sent to the advisor upon submission of the exam application.

6. **Submit a Diploma Request.** The diploma request must be filed before your last semester. It is submitted online at MySlice.com.

The **Diploma Request** is used for four purposes: to enter your name for an anticipated degree date; to provide an audit of your academic program information; to allow you to indicate special instructions for mailing and imprinting your diploma; and to insure your receipt of commencement information.

Diplomas are mailed approximately eight weeks after your degree is certified. Be certain to provide an address that will be valid at that time.

Please Note: Syracuse University awards degrees four times a year (May, June, August and December) but has only one graduation ceremony, scheduled in May. If you will complete all course work and exams by the May, June, or August deadlines as established by the Graduate Enrollment Management Center each year, and you wish to participate in the ceremony in May, you must file your Diploma Request no later than the end of January of that year. If you will complete all course work and exams by the deadlines established for the December graduation date, you are eligible to participate in the following May's ceremonies. In this case, you should file your Diploma Request no later than the end of September before your graduation date.

### CHECKLIST FOR GRADUATION

The following checklist is a general guideline for students. Other items may be required for specific program areas. Check with your program advisor to see if your program area has any additional requirements. **WHEN YOU FILE YOUR DIPLOMA REQUEST, CHECK WITH AN ASSISTANT DIRECTOR OF ACADEMIC ADVISING IN THE OFFICE OF ACADEMIC AND STUDENT SERVICES, 270 HUNTINGTON HALL TO REVIEW YOUR FILE TO MAKE SURE ALL OF THE FOLLOWING ITEMS HAVE BEEN RECEIVED OR NOTED.**

- \_\_\_\_\_ a. An **official, degree-bearing transcript** from your undergraduate/graduate institution is on file with an Assistant Director of Academic Advising.
- \_\_\_\_\_ b. An approved **Program of Study form** (before the completion of 18 credits) and any approved petitions that altered your original Program of Study form.
- \_\_\_\_\_ c. An **official transcript from each institution that shows credit hours to be transferred** to your Program of Study. *NOTE: Courses for transfer must be taken at the Graduate level, so indicated on the transcript, and must carry a grade of "B" or better in order to be used in your program of study. Previously completed coursework must be transferred prior to the completion of the first 12 hours of study at Syracuse University.*
- \_\_\_\_\_ d. You must have a **3.0 average** in the courses that are listed on your program of study. You also must have an overall 2.8 average for all graduate courses you have taken at Syracuse University whether or not they count towards your certificate.
- \_\_\_\_\_ e. **One copy of the field study report and a memo** from your advisor indicating successful completion of the requirement.
- \_\_\_\_\_ f. You need prepare for and complete your **qualifying exam** and have the results noted in your file.
- \_\_\_\_\_ g. During your last semester, it is a good idea to obtain a transcript of your course work from the Transcript Office in Steele Hall to make sure you do not have outstanding incomplete or missing grades, and that each semester's registration is accurate.
- \_\_\_\_\_ h. File **Diploma Request** at the beginning of your final semester.

Finally, if your Certificate of Advanced Study leads to New York State Certification, you will need to see the Coordinator for Certification in 270 Huntington Hall to apply for your certificate.

**APPLYING FOR TEACHER CERTIFICATION IN NEW YORK  
AND OTHER STATES**

**TEACHER CERTIFICATION IN NEW YORK and ALL OTHER STATES:** Certification is NOT automatic. Anyone seeking certification **must** apply.

IMPORTANT: The New York State Teacher Certification requirements and application procedures have changed. Read this information thoroughly, and consult with the Certification Coordinator in 270 Huntington Hall to verify that you are following the appropriate guidelines.

**NEW YORK STATE TEACHER CERTIFICATION**

**1. INSTITUTIONAL RECOMMENDATION**

Institutional recommendation is based on the applicant completing a state-approved degree program. All of the Bachelors, Masters, CAS, and PhD programs at the Syracuse University School of Education qualify as state-approved degree programs; therefore, Syracuse University can recommend you for certification when you have completed a program that leads to New York State certification. In order to qualify for institutional recommendation, you must apply **within two years** of completing your degree program at SU; otherwise, you should pursue the alternate route to certification. [In addition to completing an approved program, certification exams are required. You can visit the New York State Certification Exam website for more information at: [www.nystce.nesinc.com](http://www.nystce.nesinc.com).]

- Students who complete a Bachelors or Masters degree in an approved teacher preparation program at Syracuse University (which includes student teaching, a practicum, or an internship), and the Child Health and Life Safety On-line Seminar are eligible for Syracuse University's recommendation in that certification area. The Certification Coordinator will assist you with the online certification application process.
- Students who are presently certified in New York State and complete a Masters degree leading to professional or a new initial certification are eligible for Syracuse University's recommendation. The Certification Coordinator will assist you with the online certification application process.

**TYPES OF CERTIFICATES ISSUED BY NEW YORK STATE**

**Initial Certification**

- Is the first New York State certificate and has a five-year life (School counselor & administrator certificates offer old "provisional" and "permanent" titles).
- Completion of approved undergraduate or graduate teacher preparation program.

- Passing New York State teacher exams: Liberal Arts & Sciences test (LAST), Assessment of Teaching Skills-Written (ATS-W), and Content Specialty Test(s) (CST).
- Completed Child Health & Life Safety online seminar, online certification application, fingerprinting, and possess good moral character.

### **Professional Certification**

- Must be earned before initial certificate expires.
- No exams required (except Speech & Language Disabilities).
- Requires graduate study, teaching experience and professional development.

For those with initial certification earned at the Bachelors level, options are:

1. Masters degree to lead to professional certification in area of initial certification.
2. Masters degree in a new certification area.
3. Any Masters degree, provided that 12 graduate credits of content related to the initial certificate are completed (as part of the Masters or in addition to it), as specified by New York State.
  - Those completing initial certification through a Masters degree have met the academic requirements for professional certification.
  - All are required to have 3 years of teaching.
  - Continuing professional development every 5 years is required.
  - You must apply for either certification within 2 years of graduation to be eligible for School of Education's recommendations.

### **Provisional/Permanent Certification**

Those with provisional (not initial) teaching certifications must meet the permanent (not professional) certification requirements in effect on the date of the certificate, but must meet the initial certification requirements for all new certificates.

## **CERTIFICATION IN OTHER STATES**

Although New York State has reciprocity with many other states, it is best to contact the Department of Education in the other states directly for an application and a listing of any additional requirements. Each state will have its own certification requirements, which may include examinations and/or additional course work.

More information regarding certification in other states is available at:  
**[www.uky.edu/education/tep/usacert.html](http://www.uky.edu/education/tep/usacert.html)**

If the out-of-state certification application requires Syracuse University to complete an institutional recommendation section, send it with written instructions (indicating where to return the form, once completed) to the **Certification Coordinator**, 270 Huntington Hall.

We can give this recommendation only after the applicant has completed Syracuse University's approved program degree requirements.

## **INSTITUTIONAL REVIEW BOARD (IRB)**

Public Law 93-348 (1974) requires that all research projects involving human subjects be reviewed by a properly constituted institutional review board. At Syracuse University this is known as the Institutional Review Board (IRB). Students and faculty are required to submit copies of any research proposal that involves human subjects to the Institutional Review Board for review unless the research has been found by the IRB to be exempt from review. Review and approval by the IRB must occur before research can begin. IRB forms may be acquired from and submitted to the IRB Office, 116 Bowne Hall.

Required forms, deadlines, updated policies and procedures, and additional resources can be found at: <http://orip.syr.edu>.

## **SYRACUSE UNIVERSITY POLICY STATEMENTS**

### **Academic Integrity Policy**

As a member of the School of Education and of the Syracuse University community, you are expected to show exceptional integrity in your academic work and to adhere to University-wide academic integrity standards and policies. The University's Academic Integrity Office (AIO) oversees the academic integrity policy and mandates procedures and sanctions when violations have occurred. Actions constituting violations arise in situations involving the use of sources (plagiarism), course work and research, communications with instructors, and representation and materials misuse. Examples of violations include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, dishonesty in requests for make-up exams and deadlines for papers, or any other deceptive act in connection with academic work. As a student here, you must begin to take responsibility for understanding the nature of academic integrity. You can begin by referring to the Syracuse University Academic Integrity Policy at: <http://academicintegrity.syr.edu>. Lastly, always be conscientious about your work. Take credit for work that you have completed, allow others to take credit for their work, do not take credit for other students ideas and work, and above all do not cheat. In any situation in which a student is attempting to compromise your integrity, use your own judgment and conscience.

### **Nonconsensual Sexual Activity and Sexual Harassment**

Syracuse University is committed to maintaining an environment free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, sexual harassment, or other forms of nonconsensual sexual activity. Nonconsensual sexual activity includes the following:

- Any form of nonconsensual sexual intercourse committed against the will of the victim. The type of force used may involve physical violence, coercion, threat of harm, or intimidation, actual or implied. Sexual intercourse can involve oral, anal or vaginal penetration.
- Any actual or attempted nonconsensual sexual activity, including attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature.

**Syracuse University Code of Student Conduct**

Syracuse University students are expected to abide by the Code of Student Conduct.

**CODE OF STUDENT CONDUCT**

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse considers the following behavior, or attempts thereof, by any student, or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

- 1) Physical harm, or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse or other forms of physical abuse.
- 2) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words", and likely to cause an immediate breach of the peace.
- 3) Conduct which threatens the mental health, physical health, or safety of any person or persons including but not limited to: hazing, drug or alcohol abuse, and other forms of destructive behavior.
- 4) Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.
- 5) Intentional disruption or obstruction of lawful activities of the university or its members including their exercise of the right or assemble and to peacefully protest.
- 6) Theft or damage to personal or university property or services and illegal possession or use of the same.
- 7) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
- 8) Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.
- 9) Disorderly conduct including but not limited to: public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
- 10) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.
- 11) Failure to comply with the lawful directives of the University officials who are performing the duties of their office, especially as they are related to maintenance of safety or security.
- 12) Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
- 13) Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
- 14) Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
- 15) Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code, or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

**ADDITIONAL INFORMATION/IMPORTANT TELEPHONE NUMBERS**

**School of Education**

Dean's Office	443-4752
Academic and Student Services Office	443-9319
Assistant Dean for Academic and Student Services	443-2506
Assistant Director of Academic Advising (last names beginning A-L)	443-2526
Assistant Director of Academic Advising (last names beginning M-Z)	443-9320
Coordinator of Career Services and Certification	443-4759
Graduate Admissions Recruiter	443-2505

**Program Areas**

Counseling and Human Services	
Counselor Education	443-2266
School Counseling	
Cultural Foundations of Education	443-3343
Disability Studies	
Exercise Science	443-2115
Higher Education	443-4763
Instructional Design, Development & Evaluation	443-3703
Reading and Language Arts	443-5672
Teaching and Leadership	
Art Education	443-2355
Educational Leadership	443-2685
Science Education	443-2586
Social Studies Education	443-9077

**Syracuse University**

Main information number	443-1870
Department of Public Safety	443-2224
<b>EMERGENCY</b> (from campus phone only)	711
(see Syracuse University directory for complete listings)	

**City of Syracuse**

Fire or Police ( <b>EMERGENCY</b> )	<b>911</b>
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**LINKS FOR SOE STUDENTS**

- New York State Department of Education/ <http://www.nysed.gov/tcert/>
- Status of your NYS certification application/ <http://ohe33.nysed.gov/tcert/teach/>
- NYS Teacher Certification Exams/ [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Teacher certification in states other than NY/ [www.uky.edu/education/tep/usacert.html](http://www.uky.edu/education/tep/usacert.html)
- IRB information and forms/ <http://orip.syr.edu>
- Maps of Syracuse University/ <http://www.syr.edu/syracwis/imagerep/maps/>

**WHERE TO FIND FORMS  
REFERRED TO IN THIS BOOK**

The following information and forms referred to in *The Orange Book* can be obtained in the Office of Academic and Student Services, 270 Huntington Hall:

- Application for Intensive Exam or Portfolio Review
- Checklist for Graduation (C.A.S.)
- Education Career Services Brochure
- Formal Program of Study
- Format Guidelines for Theses and Dissertations
- Education Career Services Brochure
- NYS Certification Brochure
- Official Withdrawal/ Leave of Absence
- Petition to the Faculty
- Practicum Registration
- PRAXIS Testing Booklets
- Qualifying Examination Registration
- Request for C.A.S. Exam or Portfolio Presentation
- Research Apprenticeship Registration Form

***Important Note: The Orange Book is a guide for matriculated School of Education students. The information concerning academic requirements, courses, and programs of study contained in this publication does not constitute an irrevocable contract between the student and the University. The University reserves the right to change, discontinue, or add academic requirements, courses, and programs of study without notice, although every effort will be made to inform students in a timely manner. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.***