







# TABLE OF CONTENTS

---

Office of Academic and Student Services .....	2
General Information.....	3
School of Education Assembly .....	3
School of Education Committees.....	3
Degree Requirements.....	4
Procedures for the C.A.S. Degree .....	5
Transfer Credits .....	5
Counting Credits Toward Multiple Degrees and/or Programs .....	5
Continuous Registration Requirement .....	6
Full-time and Part-time Status .....	6
Restricted Graduate Credit.....	7
Applying for Teacher Certification .....	8
Institutional Review Board (IRB).....	9
Selected Syracuse University and School of Education Policy Statements .....	9
Important Telephone Numbers .....	11
Links to Forms Referred to in this Book .....	11
Useful Links .....	11

## OFFICE OF ACADEMIC AND STUDENT SERVICES

The Office of Academic and Student Services for the School of Education is located in 111 Waverly Avenue, Suite 230. 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*

Contact Amie if you have a problem, issue, or concern that requires a higher level of authority, or a confidential matter to discuss.

**Carol Dewitt • [cedewitt@syr.edu](mailto:cedewitt@syr.edu) • 443-2506**

*Assistant to the Assistant Dean*

Contact Carol if you would like to meet with the Assistant Dean.

**Pam Hachey • [pkhachey@syr.edu](mailto:pkhachey@syr.edu) • 443-2526**

*Assistant Director of Academic Advising*

Contact Pam if your last name begins with A-K to discuss graduation requirements and documentation needed to certify your advanced degree.

**Carol Radin • [cvradin@syr.edu](mailto:cvradin@syr.edu) • 443-9320**

*Assistant Director of Academic Advising*

Contact Carol if your last name begins with L-Z to discuss graduation requirements and documentation needed to certify your advanced degree.

**Sheila DeRose • [saderose@syr.edu](mailto:saderose@syr.edu) • 443-4522**

*Academic Advisor*

Contact Sheila if you want to discuss Registrar-related processes and paperwork.

**Crystal Ross • [crross@syr.edu](mailto:crross@syr.edu) • 443-9319**

*Office Coordinator/Front Desk Receptionist*

Contact Crystal if you have any questions about forms and their processing or if you'd like to make an appointment with a member of the Academic and Student Services Staff.

**Linda DeFrees • [lundefree@syr.edu](mailto:lundefree@syr.edu) • 443-4759**

*Coordinator of Career Services and Certification*

Contact Linda for a resume and cover letter review and to start your credential file for prospective employers. Linda can answer your questions regarding the New York State teacher certification process and will fingerprint you for teacher certification. She will assist you with your job search.

**Laurie Deyo • [ldeyo@syr.edu](mailto:ldeyo@syr.edu) • 443-2505**

*Graduate Admissions Recruiter*

Contact Laurie if you would like information on or would like to apply to graduate school at SOE.

**Zachary Schuster • [zmschust@syr.edu](mailto:zmschust@syr.edu) • 443-4269**

*Undergraduate Admissions Recruiter*

Contact Zachary for information on undergraduate admissions.

**Make an appointment to meet with your academic advisor at least six months before your expected graduation date to make sure you are on track to graduate.**

## GENERAL INFORMATION

This Orange Book provides a general overview of Syracuse University's School of Education and its degree programs leading to the C.A.S. degree. Further university policy on degree study exists in the 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 web site](#).

The School of Education is composed of seven academic departments: Counseling and Human Services; Cultural Foundations of Education; Health and Exercise Science; Higher Education; Instructional Design, Development, and Evaluation; Reading and Language Arts; and Teaching and Leadership. Each department 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 concerning 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.

Looking for a quiet place to study or a cup of cocoa or coffee? The Office of Academic and Student Services welcomes you to their suite of offices.

## DEGREE REQUIREMENTS

1. **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 the Office of Academic and Student Services. 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 to graduate.
2. **Be matriculated in the C.A.S. program for at least one semester.** Matriculation may not be backdated.
3. **An overall B average.**
4. **Complete a field project report.**
5. **A six-hour qualifying examination in the area of specialization.**
6. **A field competency requirement** to be determined by their program.

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, school district business leaders, principals, school counselors, subject matter specialists, and directors of various educational services. The C.A.S. programs in educational leadership and counselor education may also meet the academic requirements for New York State certification in those areas. The certificate is viewed as a final, or terminal degree rather than an intermediate award between the master's and the doctorate.

The Cultural Foundations of Education Department offers a C.A.S. in disability studies. This is a 15 credit program, with the additional requirement of an oral or written examination at the completion of the coursework. The C.A.S. in disability studies is available to students enrolled in any SU 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 C.A.S. programs in educational technology (15 credits), professional practice in educational technology (24 credits), and instructional design foundations (12 credits). These programs are designed for students who require additional knowledge and expertise in order to advance in their professional careers.

Consult your faculty advisor and/or chair of your program area regarding specific courses required for your particular area of study.

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

1. File a C.A.S. program of study form with the Office of Academic and Student Services. The courses listed on your program of study must match your transcript. This form must be signed by your faculty advisor. If you intend to transfer a master's degree from an institution other than SU, the program of study form must be submitted prior to the completion of the first 12 credit hours taken at SU. An official degree-bearing transcript from the other institution is required to have the credits transferred to your program here.
2. 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 notification 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 at: <http://orip.syr.edu>.

## **TRANSFER CREDIT**

In compliance with NYSED regulations, SU only awards transfer credit for courses that are an integral part of an SU degree program, as determined by the appropriate SU academic unit. At the graduate level, schools/colleges and departments may assess and accept credit:

- earned at another regionally accredited graduate school in the United States or at an institution equivalently recognized in another country;
- earned in a course in which the grade earned was at least a B. Coursework completed on a pass/fail basis is not eligible for transfer, unless approved by both the academic unit chair and the dean of the Graduate School; and
- that is an integral part of the degree program.

Transfer credit should be evaluated and posted no later than the end of the semester preceding the semester in which coursework for the degree will be completed. All coursework applied toward a degree must comply with all time limitations.

## **COUNTING CREDITS TOWARD MULTIPLE DEGREES AND/OR PROGRAMS**

NYSED limits the counting of credits toward multiple degrees and/or programs to protect the academic integrity of each degree and/or program. When a student is counting credits towards multiple degrees and/or programs, in the same or closely related field(s) and the coursework makes up an integral part of the degrees and/or programs, the following restrictions apply:

1. In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.
2. In order to earn two or more distinct degrees and/or programs (including certificates of advanced study (C.A.S)), you must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees. However, in cases where the C.A.S. curriculum is embedded within another degree program, credit from the C.A.S. may be counted in its entirety for the C.A.S. and other degree.
3. Two 12-credit C.A.S.s may not be awarded for less than 21 credits.
4. Two 30-credit master's degrees will not be awarded for fewer than 51 credits, nor will three 30-credit master's degrees be awarded for fewer than 75 credits.
5. You must be admitted to the degree program in each of the awarding academic units.

Note: These restrictions do not apply to joint/dual programs with the College of Law or the master of philosophy degrees.

SUNY College of Environmental Science and Forestry and SU concurrent study: SU and SUNY ESF have agreements that encourage concurrent master's study in environmental science and forestry with SU degree work in public communications, law, management, public administration, and certain education programs. Other SU fields may also qualify. Contact your school/college, the Graduate School and SUNY ESF for specific requirements and procedures regarding concurrent degree work and counting of credits.

3. File an application for the qualifying exam. The time and date of the exam are agreed upon with your faculty advisor. The application should be submitted to the Office of Academic and Student Services no later than two weeks before the exam. Satisfactory completion of the exam is reported in a memo sent by the faculty advisor to the Office of Academic and Student Services.
4. Submit a diploma request. The diploma request must be filed before your last semester. It is submitted online at [MySlice.syr.edu](https://myslice.syr.edu). You must be an active student to file a diploma request in [MySlice.syr.edu](https://myslice.syr.edu).

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.

## CONTINUOUS REGISTRATION REQUIREMENT

You must be continuously registered at SU during each fall and spring semester. If you are not registering

**PLEASE NOTE:** SU 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 and 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 for the December graduation date, you are eligible to participate in the following May's ceremony. In this case, you should file your diploma request no later than the end of September before your graduation date.

for course work, register for GRD 998, Degree in Progress for 0 credit hours. You can register online during the registration period for that semester. 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.

Students will be charged a \$500 fee when they register for the fifth semester of GRD 998, and beyond. For the first four semesters during the coursework phase of a graduate degree, the fee will be waived. This fee, charged upon enrollment of the fifth semester, indicates continuing engagement in a graduate program; it recognizes the continuing use of faculty, staff, and institutional resources, even during periods when courses are not being taken. It is designed to encourage students to enroll in courses on a continuous basis so that they complete their degree programs expeditiously. Finally, it maintains the student's active status in the program.

If circumstances are such that students have to register for GRD 998 for an extended period of time, students must take a leave of absence. A leave of absence permits extension of the time to complete your degree by a maximum of one year. A leave of absence cannot be taken retroactively.

## TIME TO DEGREE COMPLETION (FOR EDUCATIONAL LEADERSHIP ONLY)

You must meet all requirements on the 30 hours of required EDA coursework for the C.A.S. degree within seven years. If you do not meet this requirement, you may petition your school/college for reinstatement of credits that were completed outside the seven-year timeframe.

## FULL-TIME AND PART-TIME STATUS

The University's certification of a student's status is based solely on the criteria stated in this rule. Students who meet SU's requirements for full-time or part-time status may not meet requirements for such status as defined by other agencies or institutions. Conversely, students who do not meet the University's requirements for full-or part-time status may be considered full-time or part-time by other agencies.



## **RESTRICTED GRADUATE CREDIT**

Restricted graduate credit is credit earned at the graduate level by students who aren't matriculated in a graduate program. Restricted credit must be converted to graduate credit in order to be included in a graduate degree or certificate program. All coursework taken as a non-matriculated student automatically calculates toward the graduate GPA unless a petition to flag the courses is submitted to and approved by the Graduate School, after matriculation in a degree or certificate program.

Restricted graduate credit earned during the term in which you become matriculated in the Graduate School is converted automatically to graduate credit.

A maximum of 30 percent of credits counted toward a master's degree at SU may be transferred from another institution provided that the credits are an integral part of the degree program. Transfer credit can comprise no more than 50 percent of the doctoral coursework. This rule does not apply to dual degree programs and to degree programs that are offered jointly with another university.

### **CONVERSION TO GRADUATE CREDIT**

You may apply to have up to nine credits of restricted graduate credit converted to graduate credit if you meet all of the following conditions:

- you become matriculated in a graduate degree or certificate program
- your overall average in all SU graduate work is at least 2.8
- you earned a B or better in each course
- your courses are part of a degree or certificate program approved by your department
- you have completed your coursework within the time limit allowed for the degree

Restricted graduate credit earned during the term in which you become matriculated in the Graduate School is converted automatically to graduate credit.

In the higher education degree program, no more than six hours of restricted graduate credit may be converted to graduate credit.

## **FULL-TIME**

A graduate student is considered full time under any one of the following conditions:

- registered for full-time study (9 credits for fall, spring, or summer in a program approved by the student's advisor)
- holding an appointment as a graduate assistant or fellow and registered for the semester (fall and spring only)
- registered for fewer than 9 credits but for at least 0 (zero) credits of degree in progress for the semester and engaged, at a level equivalent to full-time study in one or more of the following activities as certified by your program:

- studying for preliminary, qualifying, or comprehensive exams
- studying for a language requirement
- actively working on a thesis or dissertation
- an internship

\*The University considers 9 credits per term to be full-time study for graduate study.

## **PART-TIME (FALL, SPRING, AND SUMMER)**

Graduate students who do not meet the requirements for full-time status are considered part time.



- Requires two years paid, full-time school counselor employment.

#### CHECKLIST OF STEPS TO FILE FOR NYS CERTIFICATION:

- Apply for fingerprinting clearance prior to internship placement. Contact the Office of Academic and Students Services for more information.
- Meet with an academic advisor in the Office of Academic and Student Services to confirm that all degree requirements will be completed.
- Apply for certification through NYSED TEACH online Services.

#### RECOMMENDATION FOR CERTIFICATION

- sOnline certification recommendation will be completed once award date is posted on transcript (typically four to six weeks after graduation).

### 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 certification information. 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: <http://certificationmap.com>.

If the out-of-state certification application requires the School of Education to complete an institutional recommendation section, send it with written instructions (indicating where to return the form, once completed) to the certification coordinator in the Office of Academic and Student Services.

We can give this recommendation only after the applicant has completed the School of Education'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 SU

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 IRB 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, 121 Bowne Hall.

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

## SELECTED SYRACUSE UNIVERSITY AND SCHOOL OF EDUCATION POLICY STATEMENTS

### SCHOOL OF EDUCATION STUDENT GRADE APPEAL PROCESS

1. The instructor of record assigns a course grade. If the instructor of record is not a member of the faculty, the faculty member responsible for the course will be responsible for assigning a course grade.
2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's presented work. Such assessments are not negotiable, and disputes about them do not constitute valid grounds for an appeal.
3. If a student disputes the grade, the appeal process for a grade dispute begins with the instructor of record. The student will provide a written appeal, which will include the grounds for which the appeal is being made. If a resolution of the grade appeal is not obtained, the appeal moves to the next level of authority. Valid grounds for further appeal are only on procedural grounds. The level of authority in order is: instructor of record, faculty member responsible for the course, the chair of the department of the faculty member, the dean of

**For certification questions or assistance, or to open a credential file, contact the Coordinator of Career Services and Certification in the Office of Academic and Student Services.**



## **SCHOOL OF EDUCATION ACADEMIC DISMISSAL POLICIES FOR GRADUATE STUDENTS**

The School of Education requires that all graduate students achieve a minimum cumulative GPA of 3.0 (4.0 scale) in order to graduate. If at any time the student's cumulative GPA falls below 2.8, the student's matriculated status may be cancelled by the Graduate School upon recommendation of the student's academic program.

Additional requirements are stated in the School of Education's Orange Books and in program and departmental documents. Failure to meet these requirements also constitutes grounds for dismissal from a program of study. Reasons for dismissal include, but are not limited to: failure to pass master's comprehensives or doctoral qualifying examinations; failure to develop appropriate professional skills and dispositions; failure to meet program and professional standards of practice; academic dishonesty and other forms of professional misconduct. At or before matriculation, individual programs will notify students of the program specific requirements they must meet to remain in good academic standing.

When a student is judged not to have met the university, school, or program requirements, the department chair will notify the student in writing of this determination and the recommendation of dismissal from his or her program. A copy of this notice will be sent to the assistant dean for academic services. If no appeal of the dismissal is lodged within one month, the dismissal will be communicated to the Graduate School.

[Note: Violations of the Syracuse University Student Code of Conduct may also result in program dismissal under certain conditions: "Failure to comply with sanctions that are imposed by the University judicial system, or with specific conditions related to the safety and security of any persons or property while a case is pending, will

result in immediate, indefinite suspension or expulsion from the University without benefit of further process." See [Student Code of Conduct](#) and [Judicial Sanctions](#). Students should also consult the University's [Academic Integrity Policy](#).

## **APPEAL PROCEDURES FOR PROGRAM DISMISSALS**

Students have the right to appeal a decision to dismiss them from their academic programs. The appeal must be initiated in writing within a month after the dismissal decision. The written document should describe the basis for the appeal and the remedies sought.

The written appeal should be directed to the assistant dean for academic and student services. The assistant dean will transmit the appeal to the School of Education's policies, standards, and scholarships committee. The committee will forward a copy of the appeal to the student's department. The committee, or a subcommittee of it consisting of at least three tenured faculty members, will constitute the appeal panel. The appeal panel will make every effort to hear the appeal within a month of the committee's receiving the written appeal. However, the timing of the appeal or its circumstances may require a longer period of investigation.

The appeal panel will not question the requirements the program has set nor will it substitute its own judgment for the judgment of the program faculty about whether the student has met those requirements. Valid grounds for appeal arise if the program fails to provide or implement uniform and consistent requirements, or bases an assessment on other than the stated criteria. Thus the appeal panel will consider whether the student was provided with "accurate and plainly stated information relating to maintenance of acceptable

**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.**

academic standing,” as required by the *University Student Handbook*, and whether the program applied those requirements, and only those requirements, in making its decision.

Students have the right to be accompanied by an advisor from the SU academic community during the hearing. While the student may consult the advisor, the student him or herself must present the case and respond to the appeal panel’s questions.

If a student’s grounds for the appeal concern issues of disability or other forms of diversity, the student may ask a member of any university support unit to review the case file and act as a consultant to the appeal panel.

The decision of the appeal panel is final.

Approved by the School of Education assembly, on April 27, 2012.





Office of Academic and Student Services  
111 Waverly Avenue, Suite 230  
Syracuse, NY 13244-2340  
315-443-9319