

## Statement of Academic Integrity

The College of Environmental Science and Forestry is an institution of higher learning where growth and development are fostered, excellence is pursued and the highest standards of academic integrity are expected. The Code of Student Conduct ("the Code") outlines the behaviors that are expected of all students at the College. As a condition of enrollment, all students are required to acknowledge that they have (a) received a copy of the Code; (b) read the Code; (c) understand the provisions of the Code; and (d) agree to abide by the provisions of the Code.

The ESF Student Judicial Handbook and Code of Student Conduct are available [online](#).

## College-wide Academic Policies

### General Requirements

A student seeking a degree must be in matriculated status. All degree requirements must be completed through a combination of formally accepted transfer credits and/or courses taken at ESF and Syracuse University.

### Attendance

Students are expected to adhere to the attendance policy stated by each course instructor. Instructors may make attendance part of the course requirement.

### Timely Feedback

Faculty shall provide all students with timely and appropriate feedback regarding their performance and progress toward meeting prescribed learning outcomes on all assigned coursework, projects and examinations.

### Course-numbering System

Courses at ESF are numbered according to the following system:

- 100-499 Undergraduate courses for which no graduate credit may be given.
- 500-599 Graduate courses designed expressly for areas of specialization in post-baccalaureate programs. Qualified undergraduate students may enroll with permission of the instructor.
- 600-699 Graduate courses designed expressly for advanced levels of specialization. Undergraduate students with a cumulative grade point average of 3.000 or better may enroll in these courses with an approved petition.
- 700-999 Advanced graduate level courses for which no undergraduate students may register.

Shared resources courses, designated as 400/500 or 400/600, are designed when the topic coverage of both courses is the same. Separate course syllabi are developed expressly differentiating the requirements and evaluative criteria between the undergraduate course and the graduate course. No type of cross listing may be offered unless approved by the ESF faculty.

Courses listed are offered subject to the availability of instructional faculty and sufficient student enrollment. Students and advisors should consult the actual schedule of courses published each semester to determine the availability and time of courses.

### Dropping or Adding Courses

For those students receiving financial support through the College, dropping courses that result in the student being less than full time will have an impact on support received. Contact the Office of Financial Aid and Scholarships for more detailed information.

Students may add courses with the approval of both their academic advisor and the course instructor and may drop courses with their advisor/major professor's approval and notification to the course instructor using an appropriate drop/add form until the last day for program adjustments as listed in the ESF academic calendar. Courses dropped during this time will not appear on the student's transcript. Courses that begin after the published add date may be added prior to the start of the course. Courses that last for less than one semester may be dropped no later than halfway through the course. In either case, the student must submit a completed drop/add form. Following the last day to add a class, students may withdraw from individual courses. Withdrawal policies and deadlines are described in the **Withdrawal from Individual Courses** section below.

### **Incomplete and missing grades**

A temporary grade of I may be assigned by an instructor only when the student has nearly completed the course but because of significant circumstances beyond the student's control the work is not completed. Grades of I should be resolved within one academic year. If the incomplete is not resolved within one year, it will be changed to a grade of I/F or I/U, depending on the grading basis for the course. No degree will be conferred until all grades of I have been resolved.

### **Repeating Courses**

Undergraduate students may repeat any course previously taken either to earn a higher grade or because of a previous failure. Courses taken at ESF or Syracuse University that contribute to the GPA may be repeated. Ability to repeat a course may be limited by space availability, providing priority for first time registrants.

Repeated courses will be reported as follows: a) the original and the repeated grade(s) appear on the transcript; b) only the higher (or highest) grade is included in the calculation of the cumulative grade point average. The highest grade will be marked with an "I" for included to show that it is included in the cumulative GPA. Any other grades will be marked with an "E" for excluded to show that it is excluded from the cumulative GPA.

When a student earns the same grade in a repeated course a) the grade is calculated once in the cumulative grade point average and b) the credits and quality points are applied to the most recent term or semester in which the grade was earned. Credit hours for the repeated course may be counted only once toward meeting graduation requirements.

For state-based financial aid, repeated courses in which students have received a passing grade will not count toward full time status. Students retaking courses may find their financial aid reduced if they fall below 12 credits when the retaken courses are not included. Students should contact the Financial Aid Office to determine the impact of retaking courses on their financial aid. Students receiving Federal Aid may repeat a previously passed course one time and still receive aid. Students may receive aid for previously failed courses that are repeated more than once. All repeated courses count as attempted credits for the purposes of measuring Satisfactory Academic Progress.

### **Exceptions to Curriculum and Academic Policy Requirements**

Exceptions to academic policies stated in this document and curriculum requirements may be made by the Faculty Subcommittee on Academic Standards, which also may delegate this authority. Exceptions may not violate standards established by the State University of New York or the New York State Education Department.

Exceptions must be requested on a petition form and must have a recommendation from the student's advisor and department chair or designee. In those cases where an action is requested involving a specific course, the petition must also have a recommendation from the course instructor.

### **Withdrawal from ESF**

Students who withdraw from matriculation at the College on or before the last day of classes for a semester will have their records marked: "Withdrew on (date)." Courses will appear for that semester with the grade of W.

Students who wish to withdraw from ESF should schedule a meeting to review the withdrawal process and complete an exit interview in the Office of Student Affairs.

- [www.esf.edu/student-affairs/academic-support/](http://www.esf.edu/student-affairs/academic-support/)

If a student registers but then leaves without notifying the College of their intent to withdraw, the student will continue to incur tuition, room, board, and other charges.

Course registrations will remain, and any grades submitted by the student's instructors will be recorded on the student's transcript. A student cannot receive Incomplete grades for courses in which the student was enrolled if the student takes a leave of absence or is withdrawn before the end of the semester; only grades of W or F can be recorded on the student's transcript. If a student registers for a future semester and subsequently takes a leave of absence or is withdrawn, then the student's registration for that semester will be canceled. For students who do not register at all, they will be automatically withdrawn from the college, and the notation "did not register" will also be recorded on their transcript. Students who do not register and are subsequently withdrawn must follow formal readmission procedures.

### **Withdrawal from Individual Courses**

Students may drop individual courses up until the **last day to add** as set by the Registrar in the ESF Academic Calendar using an **add/drop form**. Dropped courses during this period will be completely removed from the transcript when dropped on or before this deadline.

#### **Deadlines and actions to be taken after the last day to add deadline are:**

- **Last day to add – Week 4:** After the **last day to add** (as per the academic calendar), students may drop a course without record of registration, until the end of the 4th week of classes.
- **Weeks 5-14:** Students who withdraw from a course after the last day of the **4th week and by the last day of the 14th week** will receive a W (Withdraw) grade on their permanent transcript, and the student(s) will remain on the course roster. The W grade will not affect the GPA.

Precise deadline dates noting the official end of weeks above shall be listed on the ESF Academic Calendar found on the Registrar's webpage ([www.esf.edu/registrar/calendar.php](http://www.esf.edu/registrar/calendar.php))

### **Readmission to ESF**

Students wishing to return to ESF **must** apply for readmission by contacting the Office of the Dean for Student Affairs at least 45 days prior to the semester they wish to return. Readmission applies to those students returning from a leave of absence (medical or military), who withdrew from the college, or have been dismissed for academic or disciplinary reasons.

- [www.esf.edu/student-affairs/academic-support/](http://www.esf.edu/student-affairs/academic-support/)

### **Resumption of Degree Programs**

Students who have withdrawn from matriculated status in a degree program at ESF may seek to resume or complete a degree program with the following conditions:

1. A former student **must** apply for either:
  - Readmission and resumption of the student's original degree program and curriculum as described in the college catalog at the time of the student's original matriculation; or transfer of additional credit from another university sufficient to complete content or credit-hour requirements of the student's original degree program.
  - Readmission to complete a current ESF degree program and curriculum as described in the current college catalog; or transfer of additional credit from another university sufficient to complete content or credit hour requirements of a current ESF degree program.
2. Resumption and completion of original degree programs is permissible only if application for readmission is made no more than **10 years** after the student's original matriculation at ESF.
3. Degree completion will be posted to the academic record in the term when the last program requirement was completed. Degrees may not be conferred retroactively.
4. Students whose case exceeds the statute of limitation for degree resumption (i.e. 10 years as noted in (2.) above) will be advised by the department regarding those current programs that the student may pursue that most closely match his or her previously completed coursework. Past coursework may be accepted toward completion of a current degree program at the discretion of the department.

In the event of a dispute resulting from departmental or administrative review of a returning student's academic record, final authority regarding the completion of curricular requirements for degree programs rests with the college President, within the limits prescribed by the New York State Department of Education (such as those requiring a minimum number of total credit hours, etc.).

### **Syracuse University Courses**

Courses offered at ESF should be taken at Syracuse University only under extraordinary conditions authorized by the department chair or designee. Students who propose to register for Syracuse University courses and no courses at ESF during any semester may do so only upon acceptance to special ESF-SU cooperative programs that require block registration. Students who are in their final semester may register for no more than six credits of Syracuse University courses beyond those necessary to meet ESF requirements.

Syracuse University courses may be audited only under extraordinary conditions that must be approved by the department chair or designee. Physical education courses, when taken, must always be for credit and never audited. Students may not retake Syracuse University courses in which credit has been previously earned.

Upper-division undergraduate students are normally expected to take upper-division courses and graduate students are normally expected to take graduate-level courses at Syracuse University.

### **Religious Beliefs Law**

Students unable, because of religious beliefs, to attend classes on certain days are guided by Section 224a of the New York State Education Law, which is as follows:

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that one is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
- Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of implementation of the provisions of this section.
- Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of rights under this section.

#### **Grade Grievances/Appeals**

Assignment of grades is at the discretion of the Instructors of Record. However, assignment of grades must not be arbitrary or prejudicial; all students must be treated equally and in accordance with grading policies articulated in the course syllabus. Grade grievances, therefore, are restricted to claims of arbitrary or prejudicial grading practices. Third party grade grievances will not be accepted.

# Undergraduate Academic Policies

## General Requirements

While a student is matriculated at ESF, all courses taken at ESF and Syracuse University to meet degree requirements must be graded on a scale of A-F, and the grades will be computed in the grade point average. As an exception, at the discretion of the instructor, courses numbered 132, 496 and 497 may be graded on a Satisfactory/ Unsatisfactory basis. This must be announced on the first day of class and will apply to all students enrolled in that course section.

## Curriculum Requirements

The development and administration of course offerings, prerequisites, sequencing and program requirements are primarily the responsibility of each program with the approval of the ESF faculty.

Students must satisfy the requirements for graduation presented in the catalog in effect as of the date they first matriculated at ESF. Students may graduate under the requirements stated in any catalog issued subsequent to the one in effect the date they matriculated, but they may not use a prior catalog.

Supplementary courses are available to ESF students at Syracuse University. However, these courses may be limited only to those specifically required by a particular program.

Students who change majors are required to submit a completed change of curriculum form approved by representatives of both programs and must complete all the requirements of their new major.

## Applied Learning

Each undergraduate student shall complete an approved “applied learning experience” as a curricular requirement for degree completion at SUNY-ESF.

## Dual Majors

Students who are pursuing undergraduate degrees may pursue dual majors. Program requirements must be satisfied concurrently (i.e., a student cannot graduate from ESF and return later to complete coursework for a second major). The diploma will state the completion of a single degree. The transcript will state the completion of two majors. Admission to a dual major will be accomplished by petition to the primary degree department or academic unit that has been endorsed (approved) by the secondary degree department.

### Inter-department dual majors:

Students must satisfy requirements of both majors.

### Intra-department dual majors:

- **PBE:** Bioprocess Engineering allowed with Paper Engineering;
- **SRM:** no dual majors between the three majors (FRM, NRM, and FES); forest technology and surveying technology degrees allowed for A.A.S. degrees;
- **EFB:** Only Biotechnology with other EFB majors **except environmental biology**.

Students may petition for admission to a dual major A.A.S. degree after completing 18 credits and before 45 credits with an unambiguous GPA of 2.000 or greater (no grades of incomplete or missing grades).

Students pursuing the B.S. degree may petition admission to a dual major after completing 30 credits and before completing 90 credits in the primary major with an unambiguous GPA of 2.000 or greater (no grades of incomplete or missing grades).

### **Physical Education and ROTC**

Physical Education and ROTC course credits may be used to satisfy elective requirements with the permission of the student's academic advisor.

### **General Education**

Resolution 98-241 (December 1998) of the State University Board of Trustees requires general education coursework for all University baccalaureate candidates in specific knowledge and skill areas and in two competencies. Each ESF undergraduate program meets or exceeds the general education requirements. These general education requirements are in effect for all students who began college courses during or after the fall semester 2000, exclusive of any courses taken while in high school.

On **November 9, 2021**, the SUNY Board of Trustees passed Resolution 2021-48 establishing the new SUNY General Education Framework (SUNY GE). The new SUNY GE policy is consistent with SUNY's continuing commitment to a strong general education program—now applicable to all SUNY undergraduate degree programs—that addresses the fundamental aims of postsecondary undergraduate education. This includes proficiency with essential skills and competencies, familiarization with disciplinary and interdisciplinary ways of knowing, enhancement of the values and disposition of an engaged 21st century global citizenry, and encouragement of individual campuses to develop unique signature features, including their respective array of educational offerings and pedagogical approaches.

**The SUNY General Education Framework is effective fall 2023, for new first-time students entering AA-, AS-, and all baccalaureate-degree programs; and effective fall of 2024, for new first-time students entering AAS- and AOS-degree programs.**

### **Credit-Hour Load**

To be classified as full time, a student must register for at least 12 credit hours during a semester. A student may not register for more than 18 credits during a semester unless permission from the student's advisor is obtained.

### **Audits**

Students may audit ESF courses informally with the permission of the course instructor. No record will be maintained of the informal audit nor will any grade be assigned. No fee is required for informal audits.

Students may audit courses formally with the permission of their academic advisor and the course instructor. Formally audited courses may not be used to satisfy any graduation requirements. They will appear on a student's transcript and will be graded either SAU (satisfactory audit) or UAU (unsatisfactory audit). The grade will be assigned based on the criteria

for audit established by the course instructor. Registration guidelines for audited courses are the same as for courses taken for credit.

### Evaluation

For each course completed, one of the following grades will be awarded:

Grade	Definition	Grade Points
A	Excellent	4.000
A-		3.700
B+		3.300
B	Good	3.000
B-		2.700
C+		2.300
C	Passing	2.000
C-		1.700
D	Minimum Passing	1.000
F	Failure	0.000
I/F	Unresolved Incomplete	0.000

In order to receive a bachelor's degree, a student must complete all courses taken as a matriculated student at ESF with a cumulative grade point average of at least 2.0.

Under conditions defined elsewhere, the following grades may be assigned, none of which yield grade points:

Grade	Definition
S	Satisfactory (equal to C or better)
U	Unsatisfactory (equal to below C)
W	Withdraw
WP	Withdraw Passing
WF	Withdraw Failing
SAU	Audit (Satisfactory)
UAU	Audit (Unsatisfactory)
I	Incomplete
R	Failed course which was repeated



NR	[Grade] Not Received
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### **Grade Point Averages**

Semester and cumulative averages are computed by dividing the total grade points earned by the total credit hours completed for all courses graded A-F.

### **Mid-term Grading Policy**

Faculty shall provide mid-term grades for undergraduate students only. Such grades are a progress report for the undergraduate students to serve as an evaluation of the quality of the work to date. Mid-term grades are informational, therefore do not become part of the student's permanent record.

Mid-term grades shall be submitted within seven (7) calendar days after the designated midterm date set by the Registrar's Office. These grades should reflect the standing of each student based on the current coursework completed.

### **Academic Advising**

Each undergraduate student is assigned an academic advisor in the student's major. The advisor assists the student in developing a program of study and approves course registration each semester. The advisor serves as a mentor and counselor and makes referrals to appropriate offices and resources as needed. The curriculum coordinator of each of the departments also assists the student by clarifying program and course requirements and providing additional advising and career-planning information.

### **Academic Honors**

#### **Dean's List**

Students who carried 12 or more credits of coursework graded on a scale of A-F, with no grades of I or F in that semester, with a minimum grade point average of 3.500 will be placed on the Dean's List for that semester. Any grade changes, resolution of grades, or repeated courses after Dean's List Honors are awarded do not qualify a student to be placed on the Dean's List retroactively. A commendation is sent by the Dean to the student.

#### **President's List**

Students who carried 12 or more credits of coursework graded on a scale of A-F with no grades of I or F in that semester, with a grade point average of 3.850 or better will be placed on the President's List for that semester. Any grade changes, resolution of grades, or repeated courses after President's List Honors are awarded do not qualify a student to be placed on the President's List retroactively. A commendation is sent by the President to the student.

Students who carried 12 or more credits of coursework graded on a scale of A-F with no grades of I or F in that semester, with a grade point average of 4.000 will receive an additional commendation from the President.

### **Graduation Requirements**

Students pursuing an associate of applied science's degree are responsible for meeting the following requirements for graduation:

- Matriculated status as an undergraduate student;

- All program requirements must be satisfied;
- A minimum cumulative grade point average of 2.000 (4.000=A) for all courses taken as a matriculated student at the Ranger School (Wanakena Campus);
- At least 44 of the 64 credits must be registered for through ESF;
- Successful completion of a total of at least 64 appropriate college-level credits.

Students pursuing a bachelor's degree are responsible for meeting the following requirements for graduation:

- Matriculated status as an undergraduate student;
- All program requirements must be satisfied;
- A minimum cumulative grade point average of 2.000 (4.000=A) for all courses taken as a matriculated student at ESF;
- At least 24 of the last 30 credits must be registered for through ESF;
- Successful completion of a total of at least 120 appropriate college-level credits.

### **Graduation Honors**

Students will be graduated with the appropriate honor if the following criteria have been met:

- Students have completed a minimum of 30 credits of ESF and Syracuse University courses as a matriculated, upper-division student, and
- Students have earned a cumulative grade point average of 3.000-3.333 (*cum laude*); 3.334-3.829 (*magna cum laude*); or 3.830-4.000 (*summa cum laude*).

### **Statement of Good Academic Standing**

Students are in good standing when their semester and cumulative grade point average is 2.0 or greater and they have successfully completed at least 12 credits when registered full-time.

### **Progress Notice**

Students are on progress notice who have a cumulative GPA above a 2.0 and a semester GPA below a 2.0 for the most recently completed semester; or a student who has not successfully completed at least 12 credits when registered full-time in the most recently completed semester. Students on progress notice receive a reminder of policies and resources available for support, but there is no academic penalty. Please refer to Financial Aid guidelines for further guidelines on successful academic progress.

### **Academic Warning**

Students who have earned less than a 2.0 cumulative GPA are placed on academic warning at the end of the semester. Students on Academic Warning must participate in the Academic Recovery Program with the Academic Success Center each semester that they are on Academic Warning. With permission of the student's advisor, students may participate in an equivalent academic success program offered at ESF (e.g. EOP Academic Recovery Program).

*Note: Academic Warning status is evaluated at the end of the fall and spring semesters. Changes to grades from a previous semester or summer course grades will not change your warning status.*

### **Academic Suspension**

Students who were placed on academic warning at the end of the previous semester and who have a cumulative GPA below a 2.0 and a semester GPA below a 2.0 for the current semester will be placed on academic suspension.

***Academic Suspension Policy for Educational Opportunity Program Students:***

Students enrolled through the Educational Opportunity Program may be granted an additional semester on Academic Warning before they are subject to Academic Suspension, even if their cumulative GPA is below a 2.00, by permission of the Educational Opportunity Program Director and the Associate Provost of Academic Affairs.

**Appeal to Academic Suspension**

Each student placed on academic suspension will be given the opportunity to appeal this action based on any extraordinary conditions that may have contributed to their academic performance. This appeal must be made in writing and submitted within the stated time limit in accordance with

guidelines provided by the Office of Academic Administration. Every appeal will be reviewed by the

Academic Standards Committee, which will recommend to the Associate Provost of Academic Affairs either to accept the appeal or sustain the suspension. Students will be notified in writing of the final decision.

Students who have been suspended may not enroll in any courses at ESF until at least one fall or spring semester has elapsed. If suspension occurs following the spring semester, students may not enroll in a summer classes at ESF or SU.

**Reinstatement after Academic Suspension**

After one full fall or spring semester has elapsed, students may apply for readmission through the Office of Student Affairs. Applications for readmission must be started at least 45 days prior to the semester the student wishes to return.

**Academic Dismissal**

Students suspended a second time for unsatisfactory academic performance, consistent with all policies noted above, and without a successful appeal will be dismissed from ESF and may not be considered again for readmission. If, however, after a period of not less than 10 years has elapsed,

a previously dismissed student should desire to return to ESF, they may then apply for readmission.

Candidates for readmission under these unusual conditions will be considered on a limited, case-by-case basis, and may be required to provide substantial additional justification for readmission.

For information regarding Satisfactory Academic Progress for financial aid eligibility, please refer to the Financial Aid section of this catalog.

**\*Due to the unique accelerated nature of programs offered at The Ranger School in Wanakena, students matriculated in these programs are not subject to these policies and may be placed on academic warning or suspension at any time their semester or cumulative GPA falls below 2.000.**

# Graduate Academic Policies

## General Requirements

While a student is matriculated at ESF, all coursework taken at ESF and Syracuse University to meet degree requirements must be graded on a scale of A-F, and the grades will be computed in the grade point average. As an exception, at the discretion of the instructor, courses numbered 796 and 797 may be graded on a Satisfactory/Unsatisfactory basis. This must be announced on the first day of class and will apply to all students enrolled in that course section. Courses numbered 898, 899 and 999 are graded on a Satisfactory/Unsatisfactory basis.

## Curriculum Requirements

The development and administration of course offerings, prerequisites, sequencing and program requirements are primarily the responsibility of each program with the approval of the ESF faculty.

Students must satisfy the requirements for graduation presented in the catalog in effect as of the date they first matriculated at ESF. Students may graduate under the requirements stated in any catalog issued subsequent to the one in effect the date they matriculated, but they may not use a prior catalog.

## Transfer Credit

Credit hours appropriate to the graduate degree in which a minimum grade of B was earned from an accredited institution can be transferred to the College, but grades and grade points cannot be transferred.

Up to six credits of graduate coursework not used to complete another degree may be accepted toward completion of a master's or doctoral degree as approved by the steering committee.

Up to 30 credits of graduate level coursework earned as part of a conferred master's degree may be transferred (by petition) to a doctoral degree with approval of the steering committee.

Students may transfer no more than nine credits of credit-bearing non-degree ESF coursework to graduate degree programs.

All transfer credit will remain tentative until official, final transcripts are received. It is the student's responsibility to ensure that official, final transcripts are sent to and received by the College.

## Credit-Hour Load

To meet academic requirements, graduate students must be registered for at least one credit each semester, excluding summers, from the first semester of matriculation until all degree requirements have been completed. Failure to register for each semester will result in the student being withdrawn from graduate study and, if the student wishes to return in the future, a new application must be filed and reviewed prior to readmission. Students are required to register for at least one credit of thesis/dissertation research, professional experience, or independent study in the summer if they will complete all requirements during that time. Graduate students who hold an assistantship and/or a tuition scholarship must be in full-time status each semester while holding such an award. Registration for nine credits usually equates to full-time status for a student holding an assistantship. Graduate students not holding an assistantship are considered full-time if they are registered for at least 12 credits each semester. To maintain valid F-1 or J-1

student status in compliance with SEVIS, international students are required to maintain the institutional equivalent of full-time enrollment status during all required academic semesters. Audited courses may not be used to satisfy full-time status. Undergraduate courses may not be used to satisfy full-time status requirements for federal and state financial aid (TAP) but may be applied toward full-time status requirements for SEVIS. Student loan deferrals may be maintained by achieving half-time status for graduate students, or approximately 6 credit hours, if full-time status is not required for other reasons.

Doctoral candidates (i.e., those who have successfully completed their doctoral candidacy examination), master's students (M.P.S., M.L.A., and M.F.) who have met all academic coursework requirements, and master of science (M.S.) students who have requested the appointment of a defense committee and intend to defend a thesis may be considered full time if registered for at least one credit of thesis/dissertation research, professional experience, or independent study and submit a "Request for Full-time Certification Form" to the Office of Instruction and Graduate Studies.

### **Part-Time Study**

During any semester, students who are enrolled in part-time graduate degree programs (M.F. or M.P.S.) may register for the equivalent of full-time study. Graduate students who are enrolled in part-time degree programs are held to the policy for continuous registration, but not to the policy for time to degree (delimitation).

### **Re-enrollment**

Full and part-time students in good academic standing who have a 1 to 2 semester lapse in registration may, with permission of their major professors or advisors, re-enroll for classes by filling out this [form](#). Students whose last enrollment status was "visitor" or who were suspended for unsatisfactory academic performance must use an admission application form. Students who have not been enrolled at the college for a period of more than 1 academic year must also re-apply.

### **Audits**

ESF Courses may be audited formally or informally, and informally with special audit status. Each is defined as follows:

- **Formal Course Audit:** A course may be audited formally by registering for a course using the standard course registration process. Formally audited courses do not carry course credit and may not be used to satisfy any graduation requirements. They will appear on a student's transcript and will be graded either SAU (satisfactory audit) or UAU (unsatisfactory audit). The grade will be assigned based on the criteria for audit established by the course instructor. Both matriculated and non-matriculated students may formally audit courses.
- **Informal Course Audit:** A course may be informally audited by gaining permission of the instructor. No record will be maintained of the informal audit nor will any grade be assigned. No fee is required for informal audits. Only matriculated ESF students may informally audit courses.
- **Special Informal Course Audit:** "Special audit status" is granted to all New York state citizens of age 60 and over. Courses may be audited informally with special audit status by requesting confirmation of available space from the Office of Outreach and Instructional Quality. A record of the number of special auditors participating in each course is kept, however, no individual transcript is maintained of special informal audits nor will any grade be assigned. No fee is required for informal special audits.

## Evaluation

For each course completed, one of the following grades will be awarded:

Grade	Definition	Grade Points
A	Excellent	4.000
A-		3.700
B+		3.300
B	Satisfactory	3.000
B-		2.700
C+		2.300
C		2.000
C-	Minimum Passing	1.700
F	Failure	0.000
I/F, I/U	Unresolved Incomplete	0.000

Under conditions defined elsewhere, the following grades may be assigned, none of which yield grade points:

Grade	Definition
W	Withdraw
WP	Withdraw Passing
WF	Withdraw Failing
S	Satisfactory (equal to B or better)
U	Unsatisfactory (equal to below B)
SAU	Audit (Satisfactory)
UAU	Audit (Unsatisfactory)
I	Incomplete
NR	[Grade] Not Received

## Grade Point Average

Semester and cumulative averages are based on graduate-level courses only and are computed by dividing the grade points earned by the credit hours completed in all courses graded A-F.

## **Time Limits**

Graduate students must complete all requirements for the master of forestry, master of professional studies, the master of landscape architecture, and the master of science degree within four years of the first date of matriculation or they may be withdrawn from graduate study. For the doctoral degree, students must complete the candidacy exam within three years of the first date of matriculation. Students must pass the doctoral candidacy examination covering selected fields of study at least one year prior to dissertation defense. Doctoral candidates must successfully defend the dissertation and complete all degree requirements within seven years of matriculation, or they will be required to retake the candidacy examination or be withdrawn from their program of graduate study.

## **Graduation Requirements**

Students are responsible for meeting the following requirements for graduation:

- Matriculated status as a graduate student;
- All requirements for the appropriate program and degree level must be satisfied, and
- A minimum cumulative grade point average of 3.000 (4.000 = A) for all courses taken as a matriculated student at ESF.

## **Academic Performance**

Students who earn less than a 3.000 cumulative grade point average for graduate-level courses, or who receive two or more grades of Unsatisfactory (U) for work on their thesis or dissertation shall have their records reviewed by the Dean of Instruction and Graduate Studies. These students shall be either placed on academic probation or suspended from ESF. The action taken will be based on recommendations from the students' major professors, department chairs and other appropriate faculty and staff. If, in a subsequent semester, a graduate student in probationary academic status achieves a grade of Satisfactory (S) on their thesis or dissertation work, they shall be removed from probationary academic status. The Dean of Instruction and Graduate Studies will inform each student in writing of actions taken. When a student is removed from probationary academic status, the Dean of Instruction and Graduate Studies will additionally notify the student's major professor and committee members.

Each student suspended will be given the opportunity to appeal this action based on any extraordinary conditions which may have contributed to the unsatisfactory performance. This appeal must be made in writing and submitted to the Office of Instruction and Graduate Studies within the stated time limit. Each appeal will be reviewed by the Faculty Subcommittee on Academic Standards which will recommend to the dean of Instruction and Graduate Studies either to sustain the suspension or place the student on probation. The dean of Instruction and Graduate Studies will inform each student in writing of the Subcommittee action. There is no appeal beyond this process.

Students who have been suspended for unsatisfactory academic performance may not reapply until at least one semester has elapsed. Students may not take any courses at ESF or Syracuse University during this first semester following suspension. Suspended graduate students who wish to be readmitted must apply for readmission through the Office of Instruction and Graduate Studies.

Students suspended from a graduate degree program for a second time for unsatisfactory academic performance may not be considered for readmission.

