

**School of Graduate Studies
Policies and Procedures Manual**

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Purpose

The role of faculty member is a challenging one in both positive and negative senses. We love the interaction with students and have a passion for our area of interest and our profession but face the very real limitation of a 24-hour day. The purpose of this manual is to provide guidance to faculty regarding policies and procedures applicable to the graduate school.

Academic Calendar

The semester must meet the requirements set forth by the state and program specific requirements.. Campus based programs run M-F while programs run through KeyPath run Monday-Sunday. Please note that various programs follow calendars with different breaks than the University. It is critical to review both program specific calendars as well as the academic calendar located <https://www.sbu.edu/academics/academic-resources/registrars-office>

Academic Honesty

In all cases where academic dishonesty is suspected, these are the procedures to be followed. A faculty member who has evidence that a student has committed an unacceptable practice shall inform the student of the allegation, present the evidence and announce the sanction deemed appropriate.

For the full policy please see the governing document located here:

http://web.sbu.edu/friedsam/governing/academic_policies/academic_honesty_policy.pdf

Admissions

It is the student's responsibility to provide the University with all required documents, either through direct provision, or by requesting them of the relevant parties (e.g. transcripts). Moreover, some of these will require the student's signature. These records will be maintained in the office of graduate admission or with the University registrar, as appropriate.

Admission Status

Applicants may be initially admitted to an SBU graduate program with regular or provisional status.

Regular Status

Granted to students who have satisfied all requirements for admission and whose preparation has been deemed by the admission committee to be completely satisfactory. Regularly admitted students may receive financial aid.

Provisional Status

Typically applies in three scenarios:

1. This status may be granted to applicants whose academic records fall slightly short of the regular admission requirements. With the approval of the dean and or program director, provisionally admitted students may enroll for up to 9 credit hours, 12 under special circumstances. With good classroom work, provisionally admitted students will likely have their status changed to regular admission.
2. Students may also be admitted provisionally due to department specific requirements that are missing.

3. Students applying to SBU while still completing the bachelor's degree may be admitted under this status until their undergraduate work is done and a final transcript has been received by the Office of Graduate Admissions. Provisionally admitted students are eligible to receive financial aid.

Evaluation Status

A student may be admitted under this status if they have not yet completed the application process but (based on information provided) shows aptitude, and has obtained the approval of the program director. A student admitted under this status has until the end of his or her first semester to complete the application process. Accepting a student under evaluation status does not obligate the University to amend the admission status to provisional or regular once the application process is concluded. The complete application will be reviewed, along with the applicant's current classroom work. Students taking classes on evaluation status are not eligible for federal financial aid, including student loans.

Non-matriculated Status

This applies to applicants who indicate that they wish to earn the credit associated with their SBU graduate coursework, but are not seeking an SBU degree or certificate. Non-matriculating students are not eligible to receive financial aid, including loans and scholarships.

Audit Status

Auditing students do not receive credit for their coursework, and are not eligible to receive any kind of financial aid, including loans and scholarships. Change from audit to credit status, or vice versa, may be done only during designated Change of Enrollment periods.

Re-application for admission

If after receiving one graduate degree from St. Bonaventure University, a student decides to do additional graduate work, either as a non-degree candidate, as a candidate for another graduate degree, or as a candidate for an advanced certificate, the student must file a new formal application for admission.

Students must also file an application for readmission when there has been a lapse in graduate enrollment of more than one year. Students asking to change graduate programs must also file an application for readmission. Students who re-apply for admission must be re-admitted by the appropriate department's admissions committee. Additional documents as outlined by the program's admissions requirements may be requested of the applicant.

Successful work in one SBU graduate program does not guarantee admission to another graduate program.

Registration Process

All graduate students are required to register online for classes prior to each semester and summer session for which they will be enrolled. Students should consult with their adviser or program director before selecting courses. Students who are not up to date in paying tuition and fees may be unable to register for classes.

Students attending classes for which they are unregistered risk forfeiting the credit they may otherwise have earned for that class.

Students wishing to change from one area of study to another should confer first with the Dean of the School of Graduate Studies.

Residence

Academic residence is defined as enrollment in and regular attendance at some courses of graduate instruction at St. Bonaventure University. The minimum period of residence for a master's degree is two semesters of the regular academic year. Students who attend during the regular academic year and also during the summer session may count any two summer sessions as one semester of residence. Five summer sessions are required to fulfill the minimum time requirement for summer-only students. If St. Bonaventure University has accepted the transfer of six graduate credits earned in another graduate school, the time spent by the student in earning these credits elsewhere will be accepted in lieu of one summer session of residence at St. Bonaventure University.

SBU Undergraduates Taking Graduate Classes

Senior undergraduate students holding a 3.00 or better GPA may take a total of 9 cr. Hours of graduate course work during their senior year. (3 credits in the next-to-last semester and 6 credits in the last semester provided their GPA is a 3.0 or better. Approval is required by the instructor, program director and graduate dean. At the discretion of the student's department chair, the course may be used to satisfy a major requirement.

SBU Undergraduates Taking Graduate Classes Guidelines

1. The student initiates the process by completing the application located here: <https://my.sbu.edu/custom/grad-studies/form?id=EA0FD7D1-023D-4549-8057-6952A32806B3>
2. The student must have a cumulative GPA of at least a 3.00. The faculty member of program director may wish to have the GPA confirmed by the Graduate Dean's office.
3. The application must be approved and signed by the graduate Program Director and Dean involved.
4. Undergraduates may take one graduate course in the next-to-last semester and one or two classes in the last semester before graduation for a maximum of nine credits. The second semester of enrollment is contingent upon success in the first course. A grade of "C" or lower in the first course will result in denial to take any additional graduate courses.
5. Students will not be able to register for the graduate courses themselves. Once the paperwork is approved and is received by the Register's Office the student will be manually registered. The process takes 7-10 days.
6. Enrollment of undergraduates in graduate courses is on a space available basis. If the course reaches capacity with graduate students in the program, they may not be able to enroll and should be prepared with a backup plan to insure they remain in full-time status.

Time to Degree

All course work which is to be credited toward the master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. When recommended by the student's program director and approved by the dean of graduate studies, as many as six (6) semester hours of course work, including transfer courses, completed between six

(6) and ten (10) years prior to the degree date may be validated by appropriate assessment. Course work more than ten years old will not be permitted for degree credit.

Transfer of Credit

The following guidelines apply to the transfer of credit to an SBU graduate program:

1. Requests to transfer credit into a St. Bonaventure University graduate program should be made directly to the program director — who will determine transferability of credit. The program director will notify the student of the credit transfer decision.
2. No more than six (6) credit hours may be transferred into an SBU graduate or certificate program. Some academic departments are more restrictive with regard to credit transfer. This information will be shown in the program specific portions of the catalog.
3. Transfer credit will not be granted for courses in which a grade lower than a B was earned. Similarly, no credit will be granted for courses showing a grade of "Pass" or "Satisfactory". Courses taught as graduate-undergraduate offerings will normally not transfer.
4. Credit used in the completion of another degree (bachelor's or master's) at SBU or elsewhere may be accepted at the discretion of the program director.
5. Descriptions of the classes for which credit is sought should accompany a credit transfer request. The program director may request additional information (e.g. syllabus).
6. Students anticipating taking courses at another college for transfer back to SBU should first review the transferability of these classes with their SBU program director. If approved, the student must ensure that an official transcript for that work is sent to the SBU registrar.
7. All coursework, including transfer credit, must satisfy the time-to-degree requirement, as outlined in the Degree Requirements part of the university catalog.
8. Coursework more than ten (10) years old will not be accepted for transfer credit.

Add/Drop

Students are able to complete an add/drop within the first several days of the class with no financial penalty. Permission of the program director and course instructor is required. Full information regarding registration can be found here: <https://catalog.sbu.edu/graduate/admissions-registration-procedures/>

Students that are unable to register themselves (first-year students, closed course, prerequisites not met, etc.), can be directed to the add/drop form on my.sbu.edu Academics tab > Student Records Office Forms box > Add/Drop Form). This is for undergraduate, graduate and online students—but only for students that are unable to do it themselves. Students in KeyPath programs also have access to a Student Success Coach who are able to assist with this process.

Withdrawal Policy

Any student who withdraws from the university must give formal notice in writing to the University Registrar. The official withdrawal date is the date that the student begins the school's withdrawal process at the Registrar's Office or the date that the student otherwise provided official notification. Simply ceasing to go to class is not considered official notice of a withdrawal. A student who leaves the University without withdrawing is likely to receive a failing grade (F) in any coursework for which they remained registered in. An institutional withdrawal may be completed here: https://sbu.co1.qualtrics.com/jfe/form/SV_9tnYZwN94cvZ7eJ

Students called to active military duty should contact the registrar to commence the process of military withdrawal. This status will be granted upon receipt of a copy of the student's official orders or written notice from the student's commander. If timing does not allow a student to start the military withdrawal process before leaving the University, he/she may request a military leave in writing, providing a copy of his/her orders and the registrar will commence the withdrawal process

on the student's behalf. Such a request may be conveyed to the SBU Registrar at PO Box C, St. Bonaventure University, St. Bonaventure, NY 14778 or via fax to (716) 375-2135

Appeals

Students will have the right to appeal academic or administrative decisions that they believe to be inequitable or inappropriate. All initial and successive appeals must be filed in writing. The Academic Vice President will be responsible for the final appeal and will appoint a committee as appropriate for the final review.

Monitoring Student Progress and Behavior

Both undergraduate and graduate programs are committed to monitoring student progress and behavior to maximize student success. We encourage you to be alert to students who may be having academic problems, or who may need help in other ways. The student advisor and department chair/director/dean are charged specifically with the monitoring and assistance process. Listings of student advisors are available from the department chair/director/dean. Contact a student's advisor if you believe that a student is in need of assistance. In order to coordinate support and counseling of students who may need assistance, we recommend that you relay information to the advisor or department chair/director/dean, or should it be appropriate - refer to the Student Wellbeing Center.

Assignment and Final Grade Reporting

You are the official instructor of record for the course(s) you are assigned. As such you will be responsible for evaluating the performance of your students. You will have access to the University and School polices on grades and grading and should use these to establish the grading system you will use for your course. This will be one of the instructor-option sections on your course syllabus and should be discussed with your department chair/director prior to your final submission of your course syllabus before the start of classes. Following these procedures will insure that your director will be able to support your grading decisions. Grade disputes are rare. However, in the event that a student disputes a grade you have assigned, please see your director/dean immediately for assistance with the grade challenge. It is important that you hold onto your grade records and major projects or exams from your course for at least three years after teaching a course. All grades, undergraduate and graduate are now entered electronically through mv.sbu.edu from your St. Bonaventure University email account.

Rosters

Class rosters are available online through mv.sbu.edu. The roster will not be finalized until after the add/drop period is over. It is very important that every person you have in class is listed on your roster. Please check carefully. Students may not attend classes if they are not registered. Likewise it is important that the students are registered for the correct section of the course when it is a cross-listed course (e.g. EDUC 533 and EDL 533 or EDUC 510 and CE 511).

Graduate Grading Policy

The Graduate Council has approved a grade scale that is identified below. The previous grade scale did not include the grades of B- or C+. These were added and individual schools were given the option to vote and choose which elements of the grade scale to utilize. It is critical to refer to your specific school policy regarding what grades are utilized and what percentages are tied with the grade scale.

Grade	Value	Indicator
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A	4.0	Demonstrates outstanding application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
A-	3.7	Demonstrates a superior application and connection of knowledge and skills through evaluation and analysis.
B+	3.3	Demonstrates a thorough and effective application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
B	3.0	Demonstrates a broad application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
B-	2.7	Demonstrates consistent application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
C+	2.3	Demonstrates superficial application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
C	2.0	Demonstrates an inconsistent level of application and connection of knowledge and skills through analysis and synthesis of research and professional practice. No more than two Cs can be counted for degree credit. A C grade implies that the quality of the work is below the average expected of graduate students.
F	0	Fails to demonstrate a basic application and connection of knowledge and skills through analysis and synthesis of research and professional practice.
I		Incomplete
IP		In progress
P		Passing
W		Withdrawn
AU		Audit. No credit or quality points assigned

Assignments

The official course syllabus has a section describing any required assignments for your course. Should you wish to vary the required assignments, you must consult with the director who is charged with insuring that course assignments remain consistent across courses and with the program outcomes. Assignments other than the required ones are left to the discretion of the course instructor, but also must be discussed with the program director to insure consistency.

Cancelling class

When canceling class is unavoidable, faculty members should notify the school office administrative assistant and program director. The class time needs to be made up at an alternative date or via an electronic class. Minimum contact hours required for awarding course credit are prescribed by our New York and Pennsylvania State approving agencies and must be adhered to for all classes.

Dismissing class

Minimum contact hours required for awarding course credit are prescribed by our state accrediting agencies and must be adhered to for all classes. The posted class times in our class schedule are designed to ensure that the minimum contact hours are met for each course. [Please see the section titled "Class Meeting Times" for additional clarification.] Dismissing your classes early reduces our compliance with the regulations set for our programs. Should there be a need to dismiss your class early, please notify your department chair/director/dean how that missed time will be addressed. We ask that all instructors monitor their course contact hours to help us insure that we are adhering to the minimum required contact hours.

Cell Phone Emergency Notification

You may register your cell phone number on campus in order to facilitate notification of campus emergencies or closures. To do so, go to my.sbu.edu and click into the E2 Campus Notification System.

COMMENCEMENT

Announcement of Intention to Graduate

All candidates who expect to complete their work and receive a graduate degree at a scheduled Commencement must announce this intention to the Registrar's Office within the first two weeks of that term in which they expect to receive the degree. Students can complete the application here <https://my.sbu.edu/custom/degree-apps/grad-degree-app>

Degree Conferral

Graduate degrees will be conferred three times a year, after fall, spring, and summer sessions. May graduates not attending commencement, and December and August graduates should make arrangements with the Registrar's Office for forwarding their degree.

Participation at Commencement

Graduate degree candidates who have three or fewer credit hours of course work remaining at the date of the exercise may participate. Signed participation agreement forms must be submitted to the Registrar's office by either November 15 or April 15, depending on the graduation ceremony.

Academic Apparel

Except for members of the clergy and religious orders, candidates for graduate degrees are required to wear academic garb while participating in the Commencement exercises. Faculty are also expected to attend in regalia. This is available for sale or rental through the bookstore.

Confidentiality FERPA (Family Educational Rights and Privacy Act) see full policy in academic catalogue: <https://catalog.sbu.edu/undergraduate/academic-policies/>

The University expects all faculty to comply with FERPA. Please see the full description in the Student Handbook. In the short form, students are adults and have certain rights regarding their professional records. One of the key concerns is the student's right to consent to disclosures of personal information. Be sure the student has signed a waiver that gives you permission to disclose their performance to parents, spouse or others.

Copyright Laws

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. St. Bonaventure adheres to that law and requires that all university personnel do likewise.

Course Evaluations

Course evaluations are conducted by electronic survey. These are automatically sent out once the review period has closed. These evaluations are also shared with the Program Director and Dean. Faculty have the opportunity to discuss and review these with their Program Director and Dean. All conventionally-delivered courses will be evaluated through the standard web-based instrument administered through Technology Services. Faculty should strongly encourage all students to participate in the process.

The evaluations will not be shared with any external entity or organization unless the faculty member requests that they be shared. It is a good idea to conduct a mid-point evaluation on your own to determine how the course is going. This need not be shared with anyone, but should be anonymous on the student's part and designed to provide you with formative feedback.

While adjunct faculty do receive course evaluations they are not currently subject to the same evaluation system applied to tenure-track and continuing faculty. However, it is valuable for adjunct faculty to receive feedback about their teaching performance.

Graduate Assistants

Programs are awarded Graduate Assistants as permitted. Further information can be found here: <https://www.sbu.edu/admissions/graduate-admissions/scholarships-aid-for-graduate-students>

Graduate Council

The Council has the authority to legislate policy on academic matters concerning the School of Graduate Studies. The Dean of the School of Graduate Studies, hereinafter referred to as the Graduate Dean, shall forward legislation passed by the Council to the President of the University, hereinafter referred to as the President, for action.

The Council also has the authority to approve proposals for the establishment of new graduate programs or the modification or discontinuance of existing graduate programs. The Graduate Dean shall forward program proposals approved by the Council to the President, for action. Legislation passed by the Council or a program proposal approved by the Council, may be returned to the Council by the President one time without action, should there be an obvious need for clarification and/or amendment. Once appropriate clarification and/or amendment has been made, the legislation or program proposal shall be reconsidered by the Council and if reapproved, returned to the President, for action. Should the President veto legislation or a program proposal, the President must communicate to the Council, in writing, the reason or reasons for such veto. Should the President veto or otherwise fail to act on legislation or a program proposal, the matter must then be reconsidered by the Council no later than at its next regularly scheduled meeting. If upon reconsideration, two-thirds of the Council vote in favor of the legislation or program proposal, the President may withdraw the veto, thereby approving the legislation or program proposal. Otherwise, the President must refer the matter to the Board of Trustees for action at its next scheduled meeting.

Graduate Council Bylaws

<http://web.sbu.edu/friedsam/governing/>

Graduate Council Moodle Site

<https://moodlegroups2.sbu.edu/course/view.php?id=117>

All faculty and staff can enroll themselves in the Graduate Council Moodle Site. Documents that can be found on the Graduate Council Moodle Site are:

- Agendas
- Constitution/Bylaws
- Forms (new course or course change form, new grad faculty request form, new program or program change form)
- Graduate Catalog
- Graduate Council Members
- Graduate Faculty List
- Meeting Documents
- Meeting Schedule
- Minutes

To enroll in the Graduate Council Moodle Site:

Log into <https://moodlegroups2.sbu.edu/login> with your SBU username and password

Click on the All Sites button (near the bottom of the page) if you do not see the name of the site you want to access. Click on the site name link and in the upper left click “enroll me in this course”.

This course will now appear on the page after you log in.

Library

Faculty can check out materials on a semester-by-semester basis covering the time when they are teaching. This may be done by using the Bona ID card. Information regarding the library and electronic reserve, interlibrary loan, etc. is available at <http://web.sbu.edu/friedsam>. Contact your program director to discuss materials you need ordered for the library. To login off site you will use your SBU id and the password is your last name.

My.sbu.edu

This is the "intranet" for members of the university community. All official policies, course rosters, payroll tracking and governing documents are available from this site.

Moodle

Moodle is our learning platform that provides content and instruction to students. It is important to know that there are two different Moodle platforms - “on campus” and “SBU Online”. The “SBU Online” is for those programs that are run with KeyPath. Students will submit assignments and be graded through this learning platform. You are also able to send out announcements. If assistance is needed with Moodle you want to reach out to Karla Bright at kbright@sbu.edu.

Official Course Syllabi

Faculty are required to distribute syllabi to their students before or during the first week of classes. This syllabi sets the contract with students regarding requirements and expectations. It is important that all critical information regarding assignments, grading policies, means of assessment of student

performance, course schedule and expectations be clearly identified for students. Depending on school, program, and accreditation there may be other elements that are required. Certain programs will also have a standardized template that must be used to remain in line with accreditation requirements. Please be sure to review with your Program Director and Dean these requirements. The syllabus must also be shared with the syllabi repository at the start of each term. Syllabi must be in PDF form to be uploaded. That repository is located here <https://my.sbu.edu/custom/syllabi/index>

Components for a syllabus are listed in the table below:

Department:

Instructor:

Home Phone: (optional)

Office e-mail:

Office:

OfficePhone:

Office Hours:

A. Course Number and Title:

B. Required Textbook/Materials:

C. Credit Hours: 3

D. Approved Course Description: (from catalog)

E. Prerequisites:

F. Program Goals:

G. Learning Objectives:

H. Field Experiences:

I. Course Requirements:

J. Evaluation Procedures/Grading:

K. Course Calendar/Outline:

L. Additional Course Information:

1. Assignment Policy

2. Attendance

M. Academic Honesty - Academic dishonesty is inconsistent with the moral character expected of students in a University committed to the spiritual and intellectual growth of the whole person and with the ethics of the teaching profession. It also subverts the academic process by distorting all measurements. It is a serious matter and will be dealt with accordingly. A list of unacceptable practices, penalties to be assigned, and procedures to be followed in prosecuting cases of alleged academic dishonesty may be found in the Student Handbook. Students should familiarize with these very important provisions

N. ADA Statement. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services Office, Doyle Room 26, at 375*2065 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

O. Diversity - In this course we will address diversity... (specify how diversity is addressed in this course],

P. Technology - This course fosters technology by [specify how technology is used in this course.

Q. The Syllabus - This syllabus is subject to change.

R. Selected Bibliography:

1. Reference Journals

2. Resource Texts

3. Internet Resources

Orientation

The Program Director and/or Dean will provide for the necessary orientation to your teaching assignment as well as the policies, procedures, and expectations for you to be successful in your assignment. The form and type of orientation will vary according to assignment. New and adjunct faculty should feel comfortable asking for assistance and/or information at any time during their assignment.

Program Directors

Program Directors are an integral part of the administration and operation of several of the Schools. Faculty and adjunct faculty members report directly to the department chair responsible for the program in which their course resides. In programs where a department chair is not a part of the administrative structure, the dean or a program director will be responsible for the functions stated above. The program director is available to provide the faculty member with the course syllabus and recommended texts necessary to teach the course successfully. The director is the best resource for information and assistance throughout the semester and will actively support your instruction. Please use program directors as the exceptional resource they are and let them know how things are going throughout the semester. Departments/Programs with six or more faculty members elect their chair/director while the Dean appoints the chair/director for departments with fewer faculty members.

Reading Day

Reading days are included as an important part of the University's final examination schedule. Reading days offer students time to focus on their courses and to prepare themselves to take final examinations. No required classes, individual or group meetings, written or oral reports, or tests, make-up exams, or final examinations may be scheduled for these days. No other official academic activities may be scheduled for these days. The only exceptions to this policy are non-required review classes that faculty may schedule at their convenience.

Reserving a technology lab or classroom

SBU room reservations and scheduling (this applies to events, classes, meetings, etc) are requested using 25Live. To access the system login using your SBU username and password.

<https://25live.collegenet.com/pro/sbu#!/home/calendar>

Student Handbook

All students, graduate or undergraduate, are held to the guidelines contained in the Student Handbook. This is available at: www.sbu.edu/cam_pus-life.aspx?id=16514. It contains information about St. Bonaventure's policies on academic dishonesty, harassment as well as many other areas relating to student life on campus. Programs may also have their own individual handbooks that students need to adhere to.

Student Leave of Absence

Medical or Military Service Leaves

A leave for medical reasons may be granted by the Vice President for Student Life upon the written advice of relevant professionals. Such leaves are granted for one semester. In such cases, tuition will be pro-rated weekly as of the date the Vice President approves the medical withdrawal. Room and board will be pro-rated weekly as of the date the student officially began the withdrawal process or

otherwise provided official notification.

Student may request a review of their withdrawal type, withdrawal date and refund calculation within 30 days of the issuance of the final SBU bill.

Students called to active military duty may request a military withdrawal through the University registrar's office. A military withdrawal will be granted with the completion of the required paperwork and once SBU has received a copy of the student's official orders or a notice from the student's commander. Provisions can be made for students required to leave campus immediately - that is, with little time to complete the required SBU paperwork.

In cases of military withdrawal, students will not be charged tuition for the semester of withdrawal, will receive a 100% tuition refund, and will be removed from all courses with no credit or record of attendance noted on his/her transcript. Room and board charges will be pro-rated based on the number of weeks the student has been enrolled and refunded accordingly.

Supervision of Program

The general requirements and limitations stated in the foregoing sections apply to all programs for the M.A., M.S., M.S.Ed., or M.B.A. degree in every department of the University. They have been established by the Graduate Council of St. Bonaventure and neither the dean of a school nor the program director of a department has authority to waive any of these requirements. Waivers of these requirements must be recommended by the dean of graduate studies and approved by the vice president for academic affairs.

Within these limits, the program director of the student's major department, assisted and advised by the student's major professor, has jurisdiction over the student's program. This means that the program director has the duty, responsibility, and authority for advising and instructing the student in all such matters as:

- a. Determination of the nature and extent of any deficiencies in the undergraduate preparation and prescription of such additional undergraduate work as may in his or her estimation be required to make up such deficiencies.
- b. Selection of the minor field if required.
- c. Selection of specified courses to be included in the student's program.
- d. Sequences of courses.
- e. Substitution of courses.

Accordingly, the graduate student is required to consult the program director of his major department (not the School of Graduate Studies) on all such matters.

Taking Attendance

The University encourages students to be accountable for their learning and class attendance is an excellent indicator of student accountability. St. Bonaventure University encourages faculty to regularly take attendance in both undergraduate and graduate classes. It lets students know our expectations, it helps faculty see when students might be having difficulty, and it provides some data to assist in grading situations. The instructor's attendance policy should be included in the syllabus.

Approved 3/22/98 for School of Education Attendance is required and critical to student success. It is the student's professional responsibility to attend classes, produce quality work, and adhere to the ethics of the profession. Courses may contain content that cannot be made up if classes are

missed. Failure to attend all classes may result in lowered grades or failing the course. Instructors have the responsibility for monitoring attendance and determining the effect of attendance on course grades, and will inform students of their specific attendance requirements in the syllabus.

Taking Students off Campus

When taking students off campus, it is appropriate to notify the dean, provost and campus security by providing a list of student names, emergency contact information, and where you and the class will be. This has turned out to be critical information after 9/11/01. The university needs to be able to account for the whereabouts of students should there be an emergency situation.

Accessibility Services and Academic Support

The Office of Accessibility Services and Academic Support provides academic assistance and equitable access to promote more opportunities for all students with disabilities, while encouraging self-advocacy, to ensure that students achieve their personal goals and celebrate success. Students must register with the office to receive accommodations. Students must request these accommodations each term. Faculty will be notified and provided instruction from the office. More information can be found here <https://www.sbu.edu/life-at-sbu/student-services/student-success-center/accessibility-services-and-accommodations>

Textbooks

The required text(s) and any supplemental or optional readings for your course will be noted in the official course syllabus and will be available for your students in the bookstore. Should you wish to add supplemental or optional texts, or should you wish to change the required text(s) for your course, you must consult with your department chair/director/dean who is charged with insuring that all texts and required readings remain consistent with the program outcomes. You can inquire with your Program Director or Dean about a copy of the book. Instructors are also able to obtain copies directly from the publisher or by creating a free account with <https://www.vitalsource.com/>

Programs with a Thesis

1. Student decides on a Thesis topic in accordance with departmental procedures and in consultation with a Thesis Director who must be both a faculty member in the degree program area and a member of the SBU Graduate Faculty. Submit an approved Thesis Title to the Dean of Graduate Studies.
2. Student selects and recommends to the Dean of Graduate Studies, in consultation with the Thesis Director, at least two Readers who, in addition to the Thesis Director are knowledgeable and qualified to read and comment on the completed thesis.
3. Student prepares and presents a completed Thesis Outline (approximately six months prior to the anticipated date of degree completion) for approval by the date noted in the graduate calendar.
4. Student completes the thesis work under the guidance and direction of the Thesis Director. The actual thesis document should be prepared using as guides recent theses on file in the library. The thesis must contain, in the format provided by the School of Graduate Studies and available on-line, a Title page (pg. 1), a Thesis Approval (signatures) page (pg. 2) and an Abstract (pg. 3.)
5. Student presents completed thesis to the Thesis Director and the Readers by the date noted in the graduate calendar (approximately two months prior to the published graduation date.) Readers will convey, using the Reader's Report Form, the results of their review of the thesis to the Thesis Director within two weeks of receipt of completed thesis.

6. Student responds to any recommendations for changes or corrections in the Thesis to the satisfaction of the Thesis Director and Readers.
7. Student secures the signatures of the Thesis Director and Readers on the Thesis Approval page and presents four (4) signed copies of the completed thesis, suitable for binding, to the School of Graduate Studies Office. Completion of this step constitutes official completion of the thesis. This step must be completed by the date noted in the graduate calendar (approximately one month prior to the published graduation date).
8. Once the thesis is submitted to the Graduate Dean's Office the signature pages are copied and one copy is sent to the Records Office
9. Two copies of the thesis are sent to the library to be kept there. Three copies of the thesis will be sent to the library if the student or department wants a copy. The department should include an account number to be charged for the binding.

Tutorial courses

Tutorial courses are courses that are on the books (catalog) but are not scheduled in the current semester. Occasionally, students who need the course may approach a professor to offer it to them as a tutorial. It is important to familiarize yourself with the requirements spelled out below. In general, we never offer a course in tutorial format when it is being offered in regular format. As a general rule, tutorial offerings are discouraged.

1. St. Bonaventure University professors may teach tutorial courses to students only under exceptional circumstances.
2. Before any tutorial course is approved it must be shown that the course is being taught not for the convenience of a student, but due to some unforeseen scheduling difficulty or other error made by the university, which will prevent a student from graduating on time.
3. Tutorial courses should never take the place of regularly scheduled courses taught during the fall or spring semesters. They should only be used for courses that are infrequently scheduled, yet required.
4. A student must obtain the permission of an instructor who is willing to teach the course, the program director, the dean, and the vice president for academic affairs. The student's petition must clearly show the necessity for him/her to take this course in order to graduate on time.
5. Professors teaching a tutorial course will be reminded that they must meet with the student for the amount of time required by the New York State Educational regulations. Tutorial courses are not individual project courses and should not be confused with individual study courses.
6. Students taking tutorial courses shall pay for them as they pay for any other course at the university.

Vehicle Registration

All students, employees and visitors who operate or park an automobile, motor-bike, motorcycle, or any other motor operated vehicle on University property must display a current parking permit. Students must register their motor vehicles within 24 hours of academic registration.

Vehicles must be registered online at <https://mv.sbu.edu/custom/parking>. Pick up parking permits in the Parking Administration Office in Robinson Hall, between 8:00 a.m. and 4:00 p.m. Monday through Friday. The cost for a parking permit is \$105 (Undergraduate) or \$25 (Graduate) for the academic year (September- August) and free for faculty.

Upon completion of registration, a decal will be issued and must be affixed to the inside upper right passenger side of the front windshield. Properly registered motor vehicles must display the current

decal only. Tickets will be issued to vehicles not registered with the Parking Administration Office or those not displaying a current decal. Decals are non-transferable. Any citations issued to the registered permit are the responsibility of the individual who purchased the permit.

Should you sell or transfer your registered vehicle or should you no longer be a student or employee of the University, you must remove and return the registered parking permit to the Parking Administration Office immediately to void the registration. There are sufficient parking spaces available, but please note that having a permit DOES NOT guarantee a parking space in a desired location.

Travel Reimbursement

There is limited support for travel expenses to attend/present professional conferences. The amount varies from year to year depending upon the budget. When in doubt consult the dean in advance for an idea of the current limitations. Costs should be reviewed with the Dean before travel. All expenses are done through Concur and many programs require you to use the department/program card. You will need copies of all receipts. Please note that receipts must be itemized and alcohol may not be on the receipt.

Appendix

Please note that most forms have now been made available online.

All registrar forms can be located <https://my.sbu.edu/one-stop/student-records-office>

**All graduate council forms can be located here
<https://my.sbu.edu/academics/graduate-studies>**

Appendix 1- Student Warning Letter E-mail Sample

Date

Name

Address

Dear Name

This letter serves as an academic warning. In the Semester year term, you received a “X” grade in Course number and name. The Graduate School policy for GPA and grade requirements is as follows:

The minimum cumulative average that qualifies for a degree is 3.00 (B average). In addition, when a student receives an F or a second C, their overall performance will be evaluated by the major department to determine whether they should be allowed to continue in the program. The acquisition of another grade less than B may result in dismissal from the program. (Graduate Catalog, 2020-2021)

A second “C” or “F” grade or lower in any course may result in dismissal from the program. Please schedule an appointment with your faculty advisor to address academic concerns and/or to ask questions. Good luck to you in your academic pursuits!

Sincerely,

Program Director

CC: Faculty advisor
Dean
Dean’s administrative assistant
Graduate Dean
Registrar