

# Academic Information

This section gives details of

- Graduation and program regulations (below)
- Registration and course information (p. 293)
- Credit and grade information (p. 296)
- Academic affairs information (p. 297)
- Leaves of absence, withdrawals, and readmissions (p. 299)

Students are expected to acquaint themselves with this information and to work closely with their adviser on the implementation of regulations.

## Graduation and Program Regulations

To graduate, students must meet all College, school, and departmental requirements as described in this catalog. Where it is applicable, students must also meet certain specific academic requirements concerning prerequisites, course sequences, teaching options, and special examinations as posted by academic departments.

Graduation is contingent upon the following:

1. Compliance with the regulations of the New York State Education Department regarding the percentage of credit hours in the liberal arts and sciences that must be completed for each kind of degree conferred:

Bachelor of arts – 75 percent liberal arts and sciences credits

Bachelor of science – 50 percent liberal arts and sciences credits

Bachelor of fine arts – 25 percent liberal arts and sciences credits

Bachelor of music – 25 percent liberal arts and sciences credits

2. Satisfactory completion of a minimum of 120 credits, including all required courses, plus a cumulative GPA of 2.00. Program requirements may stipulate more than this minimum; check program listings under the appropriate school.

In general, no more than 6 credits of physical activity, leisure, and safety (PALS) courses, taken as free/open electives, may be counted toward graduation, but some majors allow fewer credits. Check individual program major and school regulations.

3. Registration in a major discipline for at least the semester prior to graduation. If a minor is sought, registration for at least the semester prior to graduation.

4. Satisfactory completion of all current New York State requirements for teacher certification, if appropriate. See section below on teacher certification.

5. Completion of the last 30 credit hours at Ithaca College. See “Senior Credit Requirement,” p. 292.

6. Satisfactory completion by transfer students of at least 30 credit hours at Ithaca College. Program requirements may stipulate more than this minimum; check program listings under the appropriate school.

Ithaca College will post degrees at five graduation dates in each academic year:

- the last day of Block I of the fall semester
- the last day of exams for the fall semester
- the last day of Block I of the spring semester
- the last day of exams for the spring semester
- the last day of the second summer session

## Teacher Certification

Students who wish to prepare for a teaching career in elementary or secondary schools must comply with the school and department major or “teaching option” regulations. These are based on the requirements for initial certification in New York State. Students planning to teach in states other than New York should consult with the chair of the Department of Education concerning requirements in those states. All students interested in teacher education programs must check with the appropriate department chair or coordinator for further information. Professional certification in New York State requires a graduate degree that is functionally related to a subject field or grade level and a minimum of three years of full-time elementary and/or secondary teaching experience in the candidate’s area of provisional or initial certification.

Certification is not automatic but is awarded only upon completion of an approved teacher education program, achieving passing scores on required teacher education exams, and applying for certification from the appropriate state education department. All students applying for New York State certification are required by the New York State commissioner of education to complete a fingerprint-supported criminal history background check prior to certification. Applications for New York State teacher certification can be submitted through the Office of Teaching and Certification, housed in the Department of Education.

## Graduation with a Planned Studies Major

Candidates must satisfactorily complete the specific course of study approved for the planned studies major and filed with the registrar, as well as requirements for the degree of bachelor of arts or bachelor of science. For more information on planned studies, see p. 205.

## Graduation with a Double Major

Candidates must satisfy all requirements for two major programs that lead to the same kind of degree (that is, two B.A. programs or two B.S. programs, etc.). A double major requires extremely careful planning in order to meet New York State, all-College, school, and departmental requirements. The Office of the Registrar can advise students on the feasibility of particular combinations. No degree is granted until all requirements for both majors are fulfilled.

## Graduation with a Second Baccalaureate Degree

Candidates must complete all course requirements for the second degree and complete at least 30 credits in addition to the credits required for the first degree. Students planning to complete a second baccalaureate degree must first check with the registrar’s office for details on New York State Education Department requirements.

## Graduation Honors

Seniors whose cumulative grade point average (GPA) reflects excellent scholarship are awarded their degree cum laude, magna cum laude, or summa cum laude. The cumulative GPA ranges for the three honors designations are listed below. A minimum of 60 credits must be earned at Ithaca College to qualify for this recognition.

Summa cum Laude	3.900 and above
Magna cum Laude	3.700–3.899
Cum Laude	3.500–3.699

## “Incomplete” Deadline for Seniors

Seniors who are planning to count toward their graduation requirements credits for courses in which they have an “incomplete” must observe the appropriate deadline:

Graduation Date	“Incomplete” Removal Date
May	April 15
September	August 1
December	November 1

This deadline in no way invalidates the one-semester rule or faculty-assigned completion dates but is a necessary modification dictated by the need for graduation certification.

## Senior Credit Requirement

To maintain the integrity of the academic experience, the senior year must be completed in residence at Ithaca College. To this end, students are required to complete the last 30 credits of their degree program at Ithaca College.

In exceptional circumstances, a student may petition the dean for a special waiver of this requirement, allowing completion of a limited number of these final credits elsewhere. To seek the waiver, the student must complete all steps outlined on the petition form available in the registrar’s office.

Deadlines for petition to waive the senior credit requirement:

Waiver to cover summer study: May 1

Waiver for fall semester: June 15

Waiver for spring semester: December 15

(for international study: December 1)

Certain programs stipulate that some courses required for the major must be taken at Ithaca College. See school and departmental regulations.

### Graduate Record Examination

It is imperative that seniors applying for graduate stipends take the Graduate Record Examination (GRE) early in the senior year. Many graduate institutions require GRE results as part of the application for admission. For information, check with the Office of Career Services.

### Application to Graduate

Candidates for graduation must file an application to graduate. The application must be filed online with the registrar by the specific filing deadline for December, May, or September graduation, as shown in the academic calendar at the beginning of this catalog.

### Transcripts

A transcript is the official record, compiled by the registrar, of a student's academic career. For each semester, the transcript shows the student's school and major; courses, credits, and grades; semester and cumulative GPAs; and notice of academic suspension or dismissal, leave of absence, or withdrawal. Transfer credit is also recorded, but without grades.

The completed transcript records the degree and major, minor and/or concentration as appropriate, final graduation GPA, rank in the graduation class, and the date the degree was conferred.

### Admission to a Major

1. Students who have not registered for a specific major when they enter the College may be admitted to the exploratory category in the School of Humanities and Sciences or the preprofessional category in the School of Health Sciences and Human Performance (if they have a general interest in professions related to health care, sport, or leisure).

These two categories are for advising purposes only; they are not major programs and students may remain in them for a limited time only. More detailed information is available in the sections on the two schools.

2. Admission to a major requires written acceptance by the academic dean and the chair of the department that offers the major. A student is not officially registered in a major until a completed registration for the major is on file with the registrar. Registration for the major must be completed by the end of the semester before the semester of graduation.

3. Students may not transfer from the school or major into which they were admitted until they have completed at least one semester in that school or major. To change majors (and/or schools), students must follow the procedures set out in (2) above. Specific information on application procedures for internal transfers (from one school to another) or for change of major is published by individual schools and can be obtained from the respective deans.

4. Students who change their major are bound by the regulations that are in effect for the new major the semester they begin studies in that program.

### All-College Regulations Specifically for a Major or Minor

1. Certain programs stipulate that some courses required for the major must be taken at Ithaca College. In making such a stipulation, the departments concerned are bound by external accrediting agencies; therefore, students should take note that this policy cannot be waived.

2. Prior approval must be obtained before any course required in fulfillment of a major is taken at another institution (e.g., in summer school) for transfer credit. Information on the procedure to be followed is given under "Credit from External Sources," p. 297.

3. Any course required for either a major or minor program must be taken for a letter grade unless the course is offered only on a pass/fail basis. In this context, required courses are those that are specified as such by number and title or are selected to fulfill a specified number of departmental credits.

4. In the Roy H. Park School of Communications, majors must take all communications courses, whether required or elective, and all outside courses required for the major for a letter grade. The only exceptions are specially designated communications courses, which may be offered on a pass/fail basis, and internships, which are offered only pass/fail. Courses a student has taken pass/fail and passed before becoming a major will be accepted.

5. A course that fulfills a requirement for a student's major and minor programs is counted toward the major. The minor discipline determines whether that requirement is to be waived or how else it must be fulfilled. In this context, a required course is one specified by number and title.

### Admission to a Minor or Concentration

A minor is a structured plan of study that comprises a minimum of five courses for at least 15 credits. A minor is outside the specific discipline in which the student is majoring.

A concentration is a structured plan of study that comprises a minimum of five courses for at least 15 credits. A concentration is within a student's major discipline. Admission to a minor or concentration requires written acceptance by the chair of the department that offers the minor or concentration. A student is not officially registered in a minor or concentration until a completed registration form is on file with the registrar.

Registration for the minor or concentration must be completed by the end of the semester preceding the semester of graduation. If that is done and all requirements for the minor or concentration are successfully completed prior to graduation, the minor or concentration is recorded on the transcript.

Once a student receives a bachelor's degree from Ithaca College, the student's degree transcript is a complete record. The student may return to Ithaca College for further study, but courses taken after the completion of a degree are not eligible to be applied to the requirements of a concentration, emphasis, or minor associated with that degree.

### Academic Regulations for a Concentration

See appropriate program listings under the individual schools.

## REGISTRATION AND COURSE INFORMATION

In addition to the courses listed in this catalog, others may be offered on an experimental basis. Details are published in the *Undergraduate Course Offerings* and the *Humanities and Sciences Supplement* for the semester they are given.

### Advance Registration

Enrolled students must register in advance for courses they wish to take the following semester. To be eligible to register in advance for the fall semester, students are required to pay an advance deposit of \$250 by March 15.

Admission to a course depends on the availability of seats when the student registers; therefore, failure to participate in the advance registration process jeopardizes the student's chance of obtaining desired courses.

The College reserves the right to refuse registration or to dismiss after registration any student whose presence would, in the judgment of College officials, be detrimental to the College's interests.

Class schedules at the time of registration are as accurate as possible, but the College reserves the right to cancel courses or alter schedules as needs dictate. It is the student's responsibility to verify the accuracy of his/her course schedule prior to the end of the add/drop period.

### Permission of Instructor

When "permission of instructor" is listed as a prerequisite in a course description, it indicates that admission to the course is based on an assessment by the instructor of the student's academic preparation for the course. Students must obtain the instructor's permission before registering for the course.

For all other courses, students who believe they have preparation equivalent to the listed prerequisites may seek the instructor's permission to be admitted. This permission should be obtained prior to registering for the course.

### Health Certification

Prior to the first day of classes, every new student (freshman, transfer, or returning adult) is required to complete and submit to the College health service the health certification form. Students who do not comply with this requirement will not be allowed to remain on campus and their course registrations will be canceled. In the event that a student does not receive a copy of this form in the mail, he or she may obtain one from the College health center. Hepatitis-B immunization is recommended and may be required for students in athletic training, occupational therapy, and physical therapy before clinical fieldwork/affiliations.

### Late Registration

Students have until the end of the add/drop period to pay in full their bill and a \$75 late payment fee and to complete their registration for all courses. No student will be allowed to register after the end of the add/drop period.

### Semester Course Load

Full-time status requires that a student enroll for a minimum of 12 credits in a semester. A student may enroll for as many as 18 credits a semester without being charged extra tuition. To enroll for more than 18 credits, students must

have written approval from their dean. Billing for the additional tuition will occur at the end of the add/drop period (see p. 295).

Part-time status for degree candidates requires written approval from the student's dean (see "Period for Add/Drop," p. 295, for billing information). Part-time students who are not degree candidates should contact the Division of Continuing Education and Summer Sessions for registration information.

**Block Courses**

Courses that meet for only half a semester are called block courses. Block I courses meet for the first seven weeks of a semester. Block II courses meet for the final seven weeks of a semester. The add/drop period for a block course extends for only the first week of the block. Final examinations in block courses are normally given during the last class meeting, not during the final examination period for the semester.

**Placement Tests**

All entering students are requested to take a series of tests that are used for placement and guidance purposes. These tests may include a writing sample, a reading comprehension test, or a language placement test. A mathematics placement examination is required of all freshmen and transfer students (see p. 153 for additional information on the Math Placement Exam). All students entering the School of Music also take placement tests in music theory and keyboard musicianship.

**Course Levels**

The letter prefix indicates the department or discipline that offers the course (see list of these prefixes below).

The first digit of the five-digit group after the prefix indicates the course level:

- Level-1 and level-2 courses are generally appropriate for freshmen and sophomores.
- Level-3 and level-4 courses are generally appropriate for juniors and seniors.

Most courses except those at level 1 have prerequisites.

Level-5 courses are graduate courses. Seniors may be permitted to take a level-5 course if they

- have successfully completed 90 or more credits in an undergraduate program
- have a cumulative grade point average of 3.00 or higher
- have the approval of the course instructor, undergraduate adviser, graduate adviser, graduate chair, dean of the particular school, and the dean of graduate studies. The petition form for seniors to take graduate-level courses is available in the graduate studies office.

Level-5 courses may be taken for either undergraduate or graduate credit. If taken for undergraduate credit, the courses are not applied to the master's degree. If taken for graduate credit, the courses are not applied to the bachelor's degree.

**Course Prefixes**

Prefix	Department/Discipline	Page
ACCT	Accounting	23
ANTH	Anthropology	118
ART	Art	123
ARTH	Art History	125
BINT	Business — Interdisciplinary	28
BIOC	Biochemistry	129
BIOL	Biology	131
CHEM	Chemistry	135
CLTC	Culture and Communication	256
CMSP	Community Service Program	201
CNPH	Cinema and Photography	40
COMP	Computer Science	138
ECON	Economics	140
EDUC	Education	143
ENGL	English	145
ENVS	Environmental Studies	203
EXSS	Exercise and Sport Sciences	60
FINA	Finance	25
FREN	French	160
GBUS	General Business	27

GCOM	General Communications	42
GERM	German	161
GERO	Aging Studies (previously Gerontology)	261
HEBR	Hebrew	161
HINT	HSHP — Interdisciplinary	81
HIST	History	149
HLTH	Health	72
HPS	Health Policy Studies; Health Services Administration	77
HRM	Human Resource Management	27
ICCU	ICCU (Ithaca College/Cornell University) Courses	68
IISP	Individual and Interdisciplinary Studies Program	206
INTB	International Business	28
ITAL	Italian	161
JAZZ	Jazz Studies	217
JOUR	Journalism	44
JWST	Jewish Studies	203
LATN	Latin	162
LGST	Legal Studies	257
LNCS	Linguistics	160
MATH	Mathematics	155
MGMT	Management	24
MKTG	Marketing	26
MUED	Music Education	216
MUEN	Music Ensembles	228
MUMC	Additional Music Courses	218
MUNM	Courses for the Non-Music Major	220
MUTH	Music Theory, Sight-Singing, and Composition;	214
	Music History and Literature	215
OCLD	Communication Management and Design (previously	42
	Organizational Communication, Learning, and Design)	
OTBS	Occupational Therapy	84
OTMS	Occupational Therapy (Graduate)	85
PALS	Physical Activity, Leisure, and Safety	79
PFMJ	Music — Performance Study, Major	221
PFNM	Music — Performance Study, Nonmajor	
PFSM	Music — Performance Study, Secondary	227
PHED	Physical Education	71
PHIL	Philosophy	165
PHYS	Physics	170
PLST	Planned Studies	205
POLT	Politics	172
PROD	Production	27
PSYC	Psychology	177
PTBS	Physical Therapy	89, 94
PTMS	Physical Therapy (Graduate)	90, 95
RLST	Religious Studies	167
SLPA	Speech-Language Pathology and Audiology	98
SOCI	Sociology	181
SPAN	Spanish	162
SPCM	Speech Communication	186
SPMM	Sport Management and Media	103
TCED	Teacher Education	143
THPA	Theater Arts	191
TRLS	Therapeutic Recreation and Leisure Services	108
TVR	Television-Radio	45
WMST	Women's Studies	206
WRTG	Writing	198

**Key to Symbols**

F	Fall
S	Spring
E	Even (e.g., academic year 2006–2007)
O	Odd (e.g., academic year 2007–2008)
Y	Yearly
IRR	Irregular
F-S	Offered in both fall and spring semesters
GPA	Grade point average
B	Block course
R	Course must be taken at Ithaca College

LA	Liberal arts
NLA	Not liberal arts
FA	Fine arts
HU	Humanities
NS	Natural sciences
SS	Social sciences
U	Undesignated

General education requirement categories and designations:

1	Self and society
2a	Science
2b	Mathematics and formal reasoning
3a	Language
3b	Visual and performing arts
g	Global perspective
h	Historical perspective

For detailed information about these designations, see the School of Humanities and Sciences general education requirements, p. 114.

- / between two course numbers means that either course may be taken.
- between course numbers means that both courses must be taken in that order.

In addition to the courses listed in this catalog, others may be offered on an experimental basis. Details are available via the registrar's website ([www.ithaca.edu/registrar](http://www.ithaca.edu/registrar)), as well as in the *Undergraduate Course Offerings* and the *Humanities and Sciences Supplement* for the semester in which they are given.

### Independent Studies, Internships, and Tutorials

In addition to regular classroom or laboratory instruction, more specialized or individual kinds of study are offered in the form of independent studies, internships, or tutorials. The maximum number of credits earned through internship may not exceed 12, whether attained in a full-semester program or in smaller units during different semesters. Students who wish to enroll for this kind of credit should consult the appropriate school guidelines (available through their dean's office). Also, they should check the academic program information of the school in which the credit would be awarded to see whether there are any specific guidelines mandated by the school. Transfer credit is not accepted for these experiences.

### Period for Add/Drop

The add/drop regulations also apply to changing instructors or the number of credits for which a student is enrolled in a variable credit course.

Students may add or drop a semester course within seven calendar days (plus Labor Day) from the start of the semester. No add/drop will be accepted after that date.

At the end of the add/drop period, bills of full-time students who enroll for more than 18 hours will be adjusted for the hours actually enrolled. Although a student may withdraw after this point (a grade of W will show on the transcript), no refund will be given for a reduction in the number of credit hours. If an audit later in the semester indicates that the student's enrollment exceeds the number of credits for which the student has been billed, a supplemental bill will be issued to cover the deficiency.

Students who change from full-time to part-time status must do so by the end of the add/drop period in order to receive a refund. An application form for part-time study is available from the registrar. No refunds are made to part-time students after the end of the add/drop period.

Students who change from full-time to part-time status may forfeit their right to on-campus housing and financial aid.

Although faculty members have the option of dropping students from class for nonattendance (see below), it is the student's responsibility to drop a course that he or she does not plan to attend.

When a student withdraws or is withdrawn from a course, a grade of W will show on the student's transcript.

### Faculty Right to Remove Students from a Course

Students must follow the usual add/drop/withdrawal procedures; however, faculty members have the right to remove a student from a course in accordance with official College policy, as follows:

1. An instructor can drop any student on his/her roster if s/he does not attend the first class meeting of the semester and fails to notify the instructor in advance that s/he cannot make the class; and/or
2. For nonattendance after the first full week of classes (or after the first class meeting of a physical activity, leisure, and safety [PALS] course) if the student has made no contact with the faculty member; and/or
3. Any time a student violates the written rules for remaining in good standing in the course.

Faculty action to remove a student from a course is not automatic and will be undertaken at the discretion of the faculty member. During the first week of class, students may be removed from the course. In weeks 2–10, a grade of W will be recorded. Students should not rely on faculty members to remove or withdraw them from courses.

### Withdrawal from a Course

Students may withdraw from a course after the add/drop period and before the beginning of the last third of the course. Thus, for a block course, a student may withdraw during weeks 2–5 and for a semester course during weeks 2–10.

When a completed withdrawal form has been submitted to the registrar, a grade of W is entered on the student's transcript. A student must file a fully completed withdrawal form in the Office of the Registrar no later than the last day of the withdrawal period.

The deadline dates for withdrawal are indicated on the academic calendar for each semester. Withdrawal after the deadline date will be recorded as an F on the student's transcript.

Students who cease attending a course without having *officially* dropped or withdrawn from it are required to pay the course tuition. Withdrawal from a course does not result in a waiver of the tuition due for that course.

### Audit Policy

There are two ways for Ithaca College degree students to audit courses at Ithaca College:

- 1) To have the audited course appear on the academic transcript with the notation "AU," the student must
  - a) obtain permission of the instructor;
  - b) pay tuition at the rate of 10 percent of the current per credit tuition charge (except when tuition is waived because the student is paying full-time tuition) plus any additional special fee that may be required;
  - c) follow the instructor's requirements for auditors, including rules in regard to attendance.
- 2) To audit the course for personal interest or for review of certain segments of the course material (no record on transcript), the student must obtain the instructor's permission to attend the class.

Students may not change their registration enrollment from audit to a letter grade. All audits are dependent on space availability. No tuition-paying student will be deprived of a place in a course as a result of a place being provided to an auditor.

To have the audited course appear on the academic transcript with the notation "AU," the degree student or faculty member must submit an audit form to the registrar by the add/drop deadline for the semester in which the course is to be audited.

Audits are not counted as credit toward graduation or calculated in GPA. Auditing is not permitted during summer sessions.

Extramural (nondegree) students may audit courses at Ithaca College. However, to have the audited course listed on the transcript (as "AU") the extramural student must register through the Division of Continuing Education and Summer Sessions during the first week of classes. The audit fee is 10 percent of the current per credit tuition charge, plus a \$15 registration fee.

### Attendance Policy

Students at Ithaca College are expected to attend all classes, and they are responsible for work missed during any absence from class. At the beginning of each semester, instructors must provide the students in their courses with written guidelines regarding possible grading penalties for failure to attend class. Students should notify their instructors as soon as possible of any anticipated absences. Written documentation that indicates the reason for being absent may be required. These guidelines may vary from course to course but are subject to the following restrictions:

- In accordance with New York State law, students who miss class due to their religious beliefs shall be excused from class or examinations on that day. Such students must notify their course instructors at least one week before any anticipated absence so that proper arrangements may be made to make up any missed work or examination without penalty.
- Any student who misses class due to a verifiable family or individual health emergency, or to a required appearance in a court of law shall be excused. The student or a family member/legal guardian may report the absence to the Office of Student Affairs and Campus Life, which will notify the student's dean's office, as well as residential life if the student lives on campus. The dean's office will disseminate the information to the appropriate faculty. Follow-up by the student with his or her professors is imperative. Students may need to consider a leave of absence, medical leave of absence, selected course withdrawals, etc., if they have missed a significant portion of classwork.

A student may be excused for participation in College-authorized cocurricular and extracurricular activities (such as athletic events, ROTC, musical and theatrical performances, and professional conferences) if, in the instructor's judgment, this does not impair the specific student's or the other students' ability to succeed in the course.

The course instructor has the right to determine if the number of absences has been excessive in view of the nature of the class that was missed and the stated attendance policy. Depending on the individual situation, this can result in the student being removed from or failing the course.

### Course Examinations

**Midterm** — It is College policy that by the midpoint of each semester all students be evaluated in each course in which they have enrolled. The method of evaluation is to be determined by each faculty member. This assessment is reflected in a midterm grade submitted to the registrar's office in accordance with the schedule published by that office. The only exception to this policy is in those block courses that conclude in one-half semester.

Deans and directors deal with this policy as it relates to the individual faculty and courses within their school.

**End of Semester** — A final examination or its equivalent must be given in each course. All final examinations, whether cumulative or unit, or their equivalent, must be given at the time scheduled by the registrar during final examination week. There are to be no final examinations or their equivalent given during the last week of classes each semester. Any exceptions to this policy must be approved in advance by the dean of the academic unit in which the course is being offered.

Note: Faculty requests for exceptions to this policy must be received by the appropriate dean no later than November 1 and April 1 for the fall and spring semesters, respectively.

Students who find themselves required by the schedule to take three examinations in one day may choose to take the middle examination at another time. Students who wish to do this must inform the appropriate instructor as soon as possible, but no later than the last scheduled class, so that a mutually acceptable alternative time may be arranged. If such an arrangement cannot be worked out, the student should contact the dean's office of the school in which the course is offered.

Student activities are not usually scheduled during final examination dates. Any unusual circumstances of this nature will be dealt with on an individual basis.

## CREDIT AND GRADE INFORMATION

### Unit Credit (Credit Hours)

Credit is earned at Ithaca College in credit hours as measured by the Carnegie unit. The Carnegie unit is defined as one hour of classroom instruction and two hours of assignments outside the classroom, for a period of 15 weeks for each unit (credit).

### Class Determination

Students are classified as freshmen, sophomores, etc., on the following basis (earned credits from all sources):

Freshman	0-29.9
Sophomore	30-59.9
Junior	60-89.9
Senior	90 or more

### Incompletes

Incompletes are given only when a student is doing satisfactory work but, for a legitimate reason, cannot complete the course. The instructor, the student, and the dean of the school in which the course is being offered must fill out and sign the "incomplete" form, available in the registrar's office. The maximum time allowed to remove the incomplete and replace it with a grade is one full semester. When the incomplete is assigned, the instructor may specify a date within the following semester. In this case the assigned date for removal of the incomplete takes priority over the one-semester rule. If no completed grade is received by the expiration date, a grade of F is recorded on the transcript and cannot be changed.

### "Incomplete" Deadline for Seniors

See p. 292.

### Repeating a Course

A student who passes a course with a D+ or less may repeat the course only once, unless the student is in a degree program that requires that the course be passed with a grade of C- or better. All grades are counted when the GPA is calculated, but credit toward graduation requirements is granted only once. Failed courses may be repeated as often as necessary, but all attempts are counted in the cumulative GPA. PALS courses may be repeated on a space-available basis, but not for credit. Students who receive a C- in major courses that require a C grade or better are allowed to repeat the course as departmental graduation requirements dictate.

### Grading System

The acceptable grades and corresponding points for GPA calculations are as follows. All grades except P, I, S, and W are used in calculating GPAs.

Grade	Points
A	4.00 (excellent)
A-	3.70
B+	3.30
B	3.00 (good)
B-	2.70
C+	2.30
C	2.00 (satisfactory)
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0
P	Not calculated
I	Not calculated
S	Not calculated
W	Not calculated

### Satisfactory/D/Fail (S/D/F) Option

The intent of the satisfactory/D/fail (S/D/F) option is to encourage exploration and experimentation in curricular areas in which the student may have had little or no previous experience. Students may rescind the S/D/F election and opt for a regular letter grade up until the end of the 10th week of classes.

- Each undergraduate may elect S/D/F grading in no more than four courses in his/her bachelor's degree program.
- A student may elect only one S/D/F course per semester.
- Any course for the major or minor must be taken for a letter grade unless the course is offered only on a pass/fail basis. In this context, required courses are those that are specified as such by number and title, or are selected to fulfill a specified number of department credits. Departments may set additional limits but cannot grant exceptions to the above stipulations.
- To exercise the S/D/F option, a student must complete an S/D/F option form. This form must be submitted to the registrar by the end of the 3rd week of classes in the semester in which the S/D/F credit is being taken.
- A student may rescind the S/D/F election and opt for a regular letter grade in a course until the end of the 10th week of classes (the same deadline for withdrawing from a course).
- Any S/D/F election that is rescinded before the end of the 10th week of classes does not count toward the total of four courses.
- Students who are registered for S/D/F and earn a grade below C- will have

that grade (D+, D, D-, or F) calculated into their GPA. Grades of S are not calculated into their cumulative GPA.

- Students planning to transfer to another school or department, or to enter a graduate or professional school, are reminded that their admission may be affected by S/D/F coursework.
- The S/D/F option does not apply to pass/fail courses.

#### Grade Changes

Grades as filed with the Office of the Registrar are final except where an error of judgment has occurred or an error has been made in computation or transcription. Shortly after the close of each semester, currently enrolled students can access their final grade report using the student information system website. Any changes to the report must be arranged no later than two weeks from the date when classes begin in the succeeding semester; hence, each student is advised to review each term report carefully and promptly. Before the registrar can amend any record, the change must have been approved by the faculty member and the dean of the school in which the course is offered.

#### Policy on Grade Disputes

Grade disputes should be resolved directly between the individual faculty member and the student. If that is not possible, the department chair and/or dean may intervene for purposes of mediation. Failing resolution of the matter at the school level, the student may petition the provost as described under “Students’ Right to Petition” (p. 297). The final resolution of the dispute will be made by the provost. As a general principle, the authority to change a grade rests with the individual faculty member. Exceptions made by the provost occur only for the most compelling reasons.

#### Credit from External Sources

**Transfer from Another Institution** — A student who transfers to Ithaca College from another accredited college or university may be granted credit for all courses satisfactorily completed with a grade of C- or better, except that transfer students must in all cases meet the same requirements as Ithaca College students in a given program. For example, if a particular course in the major area of study must be passed with a grade of C or better, transfer students will be required to meet that standard. It is the transfer student’s responsibility to request that a transcript be sent to the Ithaca College director of admission directly from the institution. Credits accepted toward an academic program are determined by the student’s academic dean. Credits are transferable; grades are not. All credits are converted into semester credit hours if they are not already so designated.

#### Occasional Study at Another Institution (semester or summer) —

Credit for occasional courses taken at another institution is accepted by Ithaca College under the following conditions:

1. The student has successfully petitioned for preliminary approval of the credit prior to taking the courses.
2. The other institution has regional and/or appropriate professional accreditation (confirmation is needed from the Ithaca College registrar on this point).
3. The courses in question are not among those that must be taken at Ithaca College to fulfill major requirements (refer to specific program listings and consult with adviser for information on this).
4. An appropriate final course grade is earned as set out under “Transfer from Another Institution,” above.

The petition for preliminary approval requires the consent of the student’s adviser, the chair(s) of the department(s) to which the credit for a required course relates, and the dean. On completion of the courses, the student must have the official transcript sent to the registrar’s office.

This credit is counted toward graduation requirements, but grades are not counted for Ithaca College GPA.

Seniors are reminded that their last 30 credits must be taken at Ithaca College. Thus, students who wish to take at another institution courses that would fall within the last 30 credit hours must petition for waiver of that requirement, as well as petition for approval of the courses (see p. 292).

**Credit by Examination** — Ithaca College, at the discretion of the student’s dean or program director, accepts credit from other established sources, such as Advanced Placement (AP), College Level Examination Program (CLEP), General and Subject Examinations, New York ACT, CPEP and educational experiences in the armed services. Test results should be sent to the Office of

the Registrar. All credits are converted to credit hours, if they are not already so designated.

## ACADEMIC AFFAIRS INFORMATION

### Responsibilities of Students

Students are responsible for making sure that they are doing satisfactory work toward completion of a degree at the College. Any changes that affect a student’s individual curriculum must be approved by the student’s academic dean or director. A copy of the approved changes must be sent to the registrar. Students are advised to check their final term reports on the student information system website for accuracy and, if there are questions, to consult the registrar’s office within four weeks. Students may check their academic records in the registrar’s office at any time.

**Plagiarism** — Every student’s work is expected to represent personal efforts. In cases involving allegations of plagiarism (see “plagiarism” in the Ithaca College student handbook) or any other form of academic dishonesty, the procedures set out in the Ithaca College “Student Conduct Code” (part of the Ithaca College student handbook) are followed. All unresolved differences (as well as repeat offenses) are referred to the Conduct Review Board for hearing in accordance with the code.

### Students’ Right to Petition

Each currently enrolled undergraduate student has the right to petition the provost to waive any of the all-College academic regulations and to review any other academic problem that has not been resolved first by the instructor, or subsequently by the department chair, and then by the dean.

The student should submit a written petition to the dean with a copy to the department chair and the faculty member involved. The dean sends the petition to the provost, along with his or her recommendation. Each petition is considered by the provost on an individual basis and is decided based on the facts that pertain to the particular student’s situation. When it is appropriate and feasible, the provost consults with the individuals involved before making a final decision.

### Academic Standards

College academic standards require that a full-time student pass 24 credit hours in any consecutive 12-month period and maintain at least a 2.00 cumulative GPA. A summer session cannot be counted twice, i.e., as part of two 12-month periods. Individual schools and programs may have more stringent requirements; students must therefore check the school and department listings for those additional requirements. To be eligible for certain state and federal financial aid programs, students must meet standards for academic standing and progress as outlined in the section on student aid, p. 276.

After a case-by-case review, students who do not meet the College academic standards above may be permitted to continue their studies at the College on academic warning, but they are also subject to immediate suspension or dismissal. A student may be suspended or dismissed by a dean from the school and from Ithaca College. Students may be suspended or dismissed from a degree program in accordance with published special academic status policies. Students are informed by letter of the conditions of their suspension and of the criteria and procedures for return. Students who are dismissed from a program, a school, or the College may not return to the unit from which they have been dismissed. Students dismissed from a program or school but not from the College may return to another program or school if accepted by that unit. The specific consequences of each type of action are described below.

If a student withdraws from the College after the deadline for course withdrawal for the semester, he or she may still be subject to academic suspension or dismissal for unsatisfactory academic performance. The suspension or dismissal action takes precedence over the withdrawal.

### Warning, Suspension, Dismissal

#### Academic Warning

Students who have not met published academic standards may be placed on academic warning for a semester. Warning status is imposed by each school’s dean. As indicated above, students are subject to immediate suspension or dismissal without a prior semester on warning.

When students are placed on academic warning, they are informed in writing of the reasons for the warning, any special warning conditions, and the criteria they must meet to be removed from warning. Warnings are not recorded on the student’s official transcript. If a student is not removed from warning status after one semester, he or she will be considered for suspension for a minimum of one semester and a summer, or for dismissal.

Each school and department may have additional policies and procedures regarding academic warning. Please consult the appropriate sections in this catalog.

#### Academic Suspension

Students suspended from a school for academic deficiencies are also suspended from Ithaca College and may not enroll for any courses at the College for at least one semester and a summer term. The date and conditions under which a student is eligible to return are specified in the letter of suspension. All suspensions are recorded on the student's official academic transcript. Students on academic suspension must apply to return to the College and demonstrate that they have met the conditions of their suspension.

#### Academic Dismissal

Students dismissed from Ithaca College may not return to continue their studies at the College. Schools within the College adhere to different academic regulations; therefore, students may be dismissed from a school but still meet College academic standards. In such instances, students are dismissed from the school and suspended from the College for at least one semester and a summer. To return, a student must apply to and be accepted by a degree program in another school. All dismissals from the College are recorded on the student's official academic transcript.

#### Return after Academic Suspension or Dismissal

Students who have been suspended or dismissed and are eligible to return must apply to return to the College. Any student returning to the College after academic suspension or dismissal from a school returns on warning status for the first semester. At the end of that semester, the school to which the student has returned determines whether the student may continue to be enrolled at Ithaca College.

As indicated above, students suspended from Ithaca College may return subject to the fulfillment of specified conditions. Students who are dismissed from Ithaca College for academic reasons may not return to the College.

Students who return from academic suspension in the degree program from which they were suspended resume the degree requirements in effect at the time of suspension. If the program requirements have changed during the period of suspension, the student may choose between the original and the new requirements. Students who do not return at the specified time and whose period of suspension is not extended will have "Withdrawn — did not return after suspension" recorded on their official transcript.

Students who wish to apply for admission to a different program or school following suspension, or who have been dismissed from a degree program at the time of their suspension, must meet the admission criteria for the new program and be accepted by that program. Students must contact the new school to find out the specific admission or readmission criteria. If accepted, the students must meet the graduation requirements in effect at the time of admission to that program.

Students who do not return at the end of the specified period of suspension and whose period of suspension is not extended by permission of the dean must, if they wish to return, apply for readmission to the College. They must follow the program requirements in effect in the semester of return, even though the requirements may be different from those under which they entered the program. Students must apply for readmission in accordance with official College readmission procedures. (See p. 301.)

#### Program Suspension or Dismissal

Students may be suspended or dismissed from a particular degree program for failure to meet requirements in that program, yet not be suspended or dismissed from a school or the College. In the case of a program suspension, a department may set special conditions that must be satisfied during the specified period of program suspension. When students are dismissed from a program, they are eligible to make a change of major to another program provided they are accepted by the new department and, if applicable, school. For students who decide to leave the College, the dismissal is effective immediately. For students remaining at the College, such program dismissals take effect at the end of the following semester to allow them time to decide upon, and be admitted to, a new major. Meanwhile, they continue to be listed in the current degree program with the same faculty adviser. Failure to change majors during the semester will result in suspension from the school and the College.

#### Academic Records

The registrar's office is responsible for the maintenance and accuracy of all permanent academic records. Shortly after the close of each semester, currently enrolled students can access their final grade report using the student

information system website. Any changes to the report must be arranged no later than two weeks from the date when classes begin in the succeeding semester. Hence, each student is advised to review each term report carefully.

#### Family Educational Rights and Privacy Act of 1974 (FERPA)

Ithaca College complies with the Family Educational Rights and Privacy Act of 1974. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA affords every student the following rights with respect to his or her education records:

**1. The right to inspect and review the student's education records** within a reasonable period of time, but in no case longer than 45 days once a student has submitted a request. A student should submit to the registrar, dean, department chairperson, or other appropriate official a written request that identifies the records he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**Records Exempt:** The law exempts from student access some school records under specific conditions, which include

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records of a law enforcement unit of the College (Office of Public Safety) created by the unit for a law enforcement purpose and maintained by the unit.
- Records on a student who is 18 years old or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and that are used only in connection with treatment of the student and disclosed only to individuals providing the treatment.
- Financial information submitted by parents.
- Records relating to individuals who are employed by the institution, when the records are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for any other purpose. However, records of students who are employed as a result of their status as students (e.g., in work study) are education records.
- Records that contain only information about the student after he or she is no longer a student at the College.
- If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the eligible student.
- Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his or her rights to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

**2. The right to request amendment of the student's education record** that the student believes is inaccurate or misleading.

A student may ask the College to amend any part of his or her record that the student believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure without consent to school officials with legitimate interests. A school official is any person employed by the College in an administrative, supervisory, academic, research, or support staff position

(including campus safety personnel and health services staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain emergency situations, it may be necessary to release information to protect the health or safety of the student or other students.

FERPA also permits disclosures of personally identifiable information without consent to schools in which a student seeks or intends to enroll; to federal, state, and local authorities in connection with an audit or evaluation of compliance with education programs; in connection with financial aid; to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations; and to comply with a judicial order or subpoena.

**Directory Information:** In accordance with FERPA, College policy limits disclosure of personally identifiable information from the educational records of students (with the exception of “directory information”) to those instances authorized by the act. In accordance with FERPA, Ithaca College has designated the following list of student information as public or “directory information”: name, address, telephone number, e-mail address, dates of attendance, class, full- or part-time status, previous institutions attended, major field of study, awards, honors (including dean’s list), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and ID pictures. Such information may be disclosed by the College for any purpose, unless specifically requested not to do so by the student.

A currently enrolled student may withhold disclosure of directory information under FERPA by completing a request form available at the Office of Student Affairs and Campus Life (340 Egbert Hall). Directory information will continue to be withheld until the student rescinds the request.

**Disclosure of Education Record Information to Parents:** An Ithaca College student has the opportunity to declare whether he or she is independent or dependent of his/her parent/guardian(s) for income tax purposes on the enrollment confirmation form provided to all incoming freshmen and transfer students at the time of their acceptance to Ithaca College. If a student’s status changes, he or she should notify the Office of the Registrar. Ithaca College will disclose information (including grades) from a student’s education records to the parent/guardian(s) of an eligible student who claim that student as a dependent for income tax purposes, unless there is a court order, state statute, or other legally binding document prohibiting such disclosure. If a student claims he or she is not a dependent, the parents will need to submit their most recent federal income tax form to the Office of the Registrar as evidence that the student is a dependent.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by Ithaca College to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the College library. Questions concerning FERPA may be referred to the Office of Student Affairs and Campus Life or the Office of the Registrar. Copies of this policy may be obtained in the Office of Student Affairs and Campus Life.

### Student Retention Rates

The student retention rate at an institution of higher education is defined as the percentage of incoming freshmen who graduate during a given period of time. As a result of recent federal legislation, colleges and universities are required to publish their statistics on the retention of students. National reporting requirements use the six-year time period, while other comparative reports use a five-year time period. At Ithaca College 73 percent of the full-time freshmen who matriculated in fall 1999 graduated within six years. Students from this cohort had a five-year graduation rate of 72 percent. The College’s average five-year graduation rate for the fall entering cohorts of 1996 through 2000 is 74 percent.

By comparison, survey data collected in the summer of 2005 by ACT (formerly American College Testing Program) from approximately 412 public and private four-year colleges and universities found that nationally 50 percent of students who entered a four-year institution graduated within five years. For students who entered a selective private college (like Ithaca College), the five-year graduation rate reported in the national study was 64 percent.

The goals of individual students, like college programs, vary substantially. These retention rates are simply quantitative measures of persistence to graduation at the college where students originally enrolled. As such, retention rates do not distinguish among students who left college with no plans for future education, those who successfully transferred to other colleges, those who were asked to leave for academic reasons, and those who were expelled for disciplinary reasons. It would be more valuable to provide comparative data reflecting the percentage of students who achieved their individual goals. There are, however, no accepted quantitative measures for comparing the degree to which students attain their personal college goals.

## LEAVES OF ABSENCE, WITHDRAWALS, AND READMISSIONS

### Leaves of Absence

Students who wish to leave the College for a semester, after which they intend to return, should take a leave of absence. If a leave of absence is taken while a student is currently enrolled in classes, that semester is considered to be one semester of the leave. A student who leaves campus during a semester without completing the proper forms receives grades of F in all courses except completed block courses.

Besides a regular leave of absence, students can apply for a leave for medical or emergency reasons.

The granting of a leave of absence guarantees readmission to the major in which the student is enrolled when applying for a leave and permits the student to graduate by complying with the degree program requirements in effect when the leave is taken. Students who are requesting a leave of absence other than a medical leave of absence are required to pay the \$250 advance registration deposit, which is applied to their semester of return. Without this deposit, the leave of absence will not be approved, resulting in the student’s being administratively withdrawn from the College. Advance deposits are not refunded after June 15 for the fall semester and December 1 for the spring semester.

The date of leave is the date when the student notifies the Office of Student Affairs and Campus Life of an intention to take a leave of absence or the last day of academic activity as determined by the College.

Students taking a leave of absence or withdrawal who are recipients of federal Title IV financial aid should refer to p. 282 to determine the implications of that leave or withdrawal for the financial aid program. Questions about individual cases should be directed to the financial aid office.

Students who have on-campus housing when applying for a leave of absence are required to live on campus when they return, unless approved to move off campus.

**Regular Leave of Absence** — Typically a standard leave of absence may be granted for one semester to students who wish to interrupt their studies at Ithaca College. A leave of absence is also required for study abroad anywhere except the Ithaca College London Center, the Washington Semester Program, and Ithaca College–affiliated study abroad programs. Application for a leave of absence is handled through the Office of Student Affairs and Campus Life. An appointment should be made with the coordinator of special services and programs for an exit interview and to complete the proper application form.

If the student is enrolled in classes, taking a leave of absence by the date published in the academic calendar results in grades of W (withdrawn) in all courses other than completed block courses. Taking a regular leave of absence after the date published in the academic calendar results in grades of F in all courses other than completed block courses.

The leave of absence allows the student on leave the opportunity to register in advance for the semester of return.

If a student takes a leave of absence and later is suspended, dismissed, placed on warning for unsatisfactory academic performance, or suspended or expelled as the result of a judicial decision, the sanctions take precedence over a regular leave of absence and stand as a matter of record. Academic warning becomes operative at the time of return to the College.

Students on a leave of absence who decide not to return to Ithaca College should contact the Office of Student Affairs and Campus Life to apply for a regular withdrawal. The advance deposit will be refunded to students who withdraw subsequent to a semester of leave of absence if the withdrawal is requested by June 15 for the fall semester and December 1 for the spring semester. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

Students who do not return after the specified regular leave of absence period and who do not apply for a regular withdrawal are administratively withdrawn, and the last day of attendance will be considered to be the date the leave of absence began. Students on a regular or administrative withdrawal are required to reapply in order to return to the College. In such instances, there is no guarantee of readmission.

**Medical Leave of Absence** — Students who must leave the College because of medical or psychological conditions that necessitate their absence may request a medical leave of absence. Documentation of the serious nature of the medical condition must be provided to the health center. Approval must be given by the director of health services and the Office of Student Affairs and Campus Life (in consultation with the counseling center when it is a psychological condition). Application forms for medical leaves of absence are available at the health center. Students requesting a medical leave of absence are not required to pay the \$250 advance registration deposit for their semester of return.

When a medical leave of absence is granted during the course of the semester, the course grade is normally a W (withdrawn) in all courses other than completed block courses unless the student initiates and receives appropriate approval for incompletes (I). Students have a maximum of one semester after their return to remove a grade of I.

Applications for medical leave must be submitted by the date published in the academic calendar. Applications submitted after that date will not be considered, except in extraordinary circumstances. In such circumstances, additional documentation and information may be required and the decision will involve input from the dean and provost, as well as the vice president for student affairs and campus life.

A student must apply for readmission through the health center and secure approval of the College in order to return from a medical leave of absence. Before the application can be acted on, documentation must be submitted to the health center indicating that the medical or psychological condition has been remedied and that the student is capable of resuming study at the College. All information submitted becomes part of the student's health record and will remain confidential. Students on medical leave are not eligible to register for courses until approved to return from medical leave.

If a student does not return after the medical leave of absence and does not extend it, he or she will be medically withdrawn from the College and must go through a medical and academic readmission process in order to return. In such instances, there is no guarantee of readmission. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

**Emergency Leave of Absence** — Students who must leave the College on urgent personal grounds that necessitate their absence for a semester, such as death or a serious illness in the immediate family, may request an emergency leave of absence. Documentation of the serious nature of the emergency must be provided. Applications for emergency leave of absence are available at the Office of Student Affairs and Campus Life. Students requesting an emergency leave of absence are not required to pay the \$250 advance registration deposit for their semester of return.

When an emergency leave of absence is granted during the course of the semester, the course grade is normally a W (withdrawn) in all courses other than completed block courses unless the student initiates and receives appropriate approval for incompletes (I). Students have a maximum of one semester after their return to remove a grade of I.

Students on an emergency leave of absence who decide not to return to Ithaca College should contact the Office of Student Affairs and Campus Life to apply for a regular withdrawal. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

Students who do not return after the emergency leave of absence and do not extend it or apply for a regular withdrawal are administratively withdrawn from the College. In such instances, the withdrawal date will be considered to be the date the leave of absence began. Students on a regular or administrative withdrawal must go through the readmission process in order to return. In such instances, there is no guarantee of readmission.

#### **Continuation Leave**

Recent changes in federal policy regarding approved leaves of absence require the College to report students who do not return to active enrolled status as withdrawn from the institution. However, students who wish to keep their records active pending their return to the College after an absence of more than one semester may do so by applying for continuation leave and paying a

nonrefundable fee of \$200 per semester. Application for continuation leave, along with payment of the fee, must be received by the College before the conclusion of the student's approved regular leave. The continuation fee of \$200 is separate from the advance registration deposit of \$250, which remains creditable toward tuition in the semester the student returns to active status. Students who have not paid the advance deposit or the continuation fee will be administratively withdrawn from the institution, after which their return will become contingent on reapplication and approval for readmission. Students who are administratively withdrawn will have their withdrawal date set to the beginning of their original leave date or their last date of academic activity as determined by the College.

Students on continuation leave must be reported as withdrawn for federal aid eligibility and repayment purposes. The determination of the date of withdrawal will be in accordance with procedures outlined below. Students on continuation leave may be required to begin repayment of their student loans during their leave if the federal period of deferral has expired.

Before being granted approval for withdrawal, leave of absence, or a continuation leave, all students who are federal loan recipients are required to be counseled by the Office of Financial Aid to discuss the consequences of their changed status on loan programs.

Students on an approved continuation leave will receive standard billing for the subsequent semester in accordance with the bursar's billing dates and be given the option to pay the \$200 continuation fee indicating their desire to keep their records open. If payment is not made in accordance with prescribed deadlines, students will be designated and recorded as administratively withdrawn.

Students who do not return after the continuation leave and do not apply for a regular withdrawal are administratively withdrawn from the College. In such instances, the date of separation for the original regular leave will be used as the date of separation for the withdrawal. Students on a regular or administrative withdrawal must go through the readmission process in order to return. In such instances, there is no guarantee of readmission.

#### **Withdrawals**

Students who wish to leave the College and do not wish to return should withdraw officially from the College. There are three types of withdrawals: regular, medical, and administrative. A student who leaves campus during a semester without completing the proper forms will receive grades of F in all courses except completed block courses. Advance registration deposits are not refunded after June 15 for the fall semester and December 1 for the spring semester.

Students who were living on campus before their withdrawal will be required to live on campus after readmittance, unless approved to move off campus.

**Regular Withdrawal** — Students who wish to leave the College and do not wish to return should withdraw from the College. Applications for withdrawal are handled through the Office of Student Affairs and Campus Life. The student should make an appointment with the coordinator for special services and programs for an exit interview and to complete the proper application form.

Official withdrawal by the date published in the academic calendar results in grades of W in all courses other than completed block courses; official withdrawal after the date published in the academic calendar results in grades of F in all courses other than completed block courses.

The date of withdrawal is the date when the student notifies the Office of Student Affairs and Campus Life of an intention to withdraw or the last day of academic activity as determined by the College. A student who has initiated but not yet completed the withdrawal process and wishes to rescind the withdrawal must notify the Office of Student Affairs and Campus Life in writing of his or her intention to continue study at the College.

If a student plans to withdraw and is later suspended, dismissed, placed on warning for unsatisfactory academic performance, or suspended or expelled as the result of a judicial decision, the sanctions take precedence over a regular withdrawal and stand as a matter of record. Academic warning becomes operative in the event that the student is readmitted to the College.

Students who wish to return to the College after a withdrawal must follow the procedures for reapplication listed below. Readmission to the College is not guaranteed; a student who is granted readmission to the College after a withdrawal may not be granted readmission to the major in which he or she was enrolled at the time of withdrawal. All students who are readmitted after a withdrawal must comply with the degree program requirements in effect at the time of readmittance.

**Medical Withdrawal** — Students who must leave the College on medical or psychological grounds and who do not wish to return to the College should arrange for a medical withdrawal. Medical withdrawals are only granted after appropriate documentation is provided to the director of health services, who will also consult with the director of the counseling center if it is a psychological condition. Final approval is granted by the director of health services and the Office of Student Affairs and Campus Life. Medical withdrawal applications are available at the health center.

Applications for medical withdrawal submitted after the date published in the academic calendar are rarely approved. In such circumstances, additional documentation and information may be required and the decision will involve input from the dean and provost, as well as the vice president for student affairs and campus life.

The date of withdrawal is the date when the student notifies the Office of Student Affairs and Campus Life of an intention to withdraw or the last day of academic activity as determined by the College. A student who has initiated but not yet completed the medical withdrawal process and wishes to rescind the withdrawal must notify the Office of Student Affairs and Campus Life in writing of his or her intention to continue study at the College.

A medical withdrawal taken during a semester normally results in grades of W in all courses other than completed block courses.

Students who wish to return to the College after a medical withdrawal must follow procedures for readmission below. In addition to regular readmission procedures, a request for readmission following medical withdrawal must be evaluated and approved by the director of health services (in consultation with the counseling center if the reason for withdrawal was a psychological condition). This includes review of documentation that the medical condition has been remedied and that the student is approved by the director of health services to resume study at the College.

A student who is granted readmission to the College may not be granted readmission to the major in which he or she was enrolled at the time of medical withdrawal. All students who are readmitted after a medical withdrawal must comply with the degree program requirements in effect at the time of readmittance.

**Administrative Withdrawal** — Students are administratively withdrawn by the College if (1) they have not paid the advance registration deposit by July 1, (2) they have not registered for classes by the end of the add/drop period of any semester, (3) they have not returned to the College when the approved period of leave of absence has expired and have not applied for a continuation leave or regular withdrawal, or (4) they have not returned at the time specified after academic or disciplinary suspension and the period of suspension has not been extended.

The date of withdrawal for students who are administratively withdrawn is the last date of academic activity as determined by the College.

Students who have been administratively withdrawn from the College must follow the procedures for readmission listed below. Readmission to the College is not guaranteed. A student who is granted readmission to the College may not be granted readmission to the major in which he or she was enrolled at the time of administrative withdrawal. All students who are readmitted after an administrative withdrawal must comply with the degree program requirements in effect at the time of readmittance.

#### **Procedure for Return or Readmission to College**

Students who wish to return to the College after regular withdrawal, administrative withdrawal, or academic or disciplinary suspension must apply through the registrar's office by July 1 for return in the fall semester or December 1 for return in the spring semester. Application forms can be obtained from the registrar's office. Students who wish to return after medical withdrawal must also apply for readmission through the health center.

Students who wish to return from a medical leave of absence need only to apply for readmission through the health center.

Students are required to submit the application form by the above deadlines. All supporting evidence (including official transcripts from all colleges attended since leaving Ithaca College) must be submitted so that it can be reviewed in a timely manner. In cases of medical leave of absence or medical withdrawal, documentation substantiating readiness to return to college is required as indicated above.

#### **Involuntary Leave of Absence Policy**

This policy is meant to be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence or a voluntary medical leave of absence and such a leave may be necessary to protect the safety of that student and/or others, or the integrity of the College's learning environment. This would include such situations as unresolved, ongoing, and serious suicidal threats; self-starvation of a life-threatening nature; and serious threats of harm to others. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

This policy and these procedures do not take the place of disciplinary actions that are in response to violations of the Student Conduct Code, nor do they preclude the removal or dismissal of students from the College as a result of such violations.

#### **Placing a Student on Involuntary Leave of Absence**

The vice president for student affairs and campus life, or designee, may be alerted to a student's threatening behavior from a variety of sources on campus (residential life, public safety, health center, a faculty or staff member, the student's adviser, etc.). If the vice president deems it appropriate, these procedures will be initiated.

1. The vice president for student affairs and campus life, or designee, will notify the student that an involuntary leave is under consideration.
  2. The vice president for student affairs and campus life, or designee, will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the vice president for student affairs and campus life, or designee, will encourage the student to take a voluntary leave of absence or a voluntary medical leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
  3. The vice president for student affairs and campus life, or designee, will confer as feasible and appropriate with the following individuals or their designees regarding the need for an involuntary leave of absence:
    - dean or associate dean of the student's school
    - associate vice president for student affairs and campus life
    - director of health services
    - director of counseling center
    - director of residential life and judicial affairs (for on-campus students)
    - director of public safety
  4. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, especially whether the student engages in, or is judged to be likely to engage in, behavior that poses a danger of causing harm to him/herself or others, or disrupts the learning environment.
  5. The vice president for student affairs and campus life, or designee, may require a student to undergo a psychological and/or physical evaluation if s/he believes it will facilitate a more informed decision. The student's refusal or failure to undergo such evaluation will not affect the College's right to invoke and apply this policy. In this event, a final decision will be made without benefit of this information.
  6. Following these consultations, the vice president for student affairs and campus life, or designee, will make a final decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
- If an involuntary leave is imposed, the vice president for student affairs and campus life, or designee, will inform the student of the decision, as well as the specific requirements for reenrollment. If an involuntary leave is not imposed, the vice president for student affairs and campus life, or designee, may impose other conditions and/or requirements under which the student is allowed to remain at the College.

### Implications of an Involuntary Leave of Absence

<b>Leave in effect</b>	Until the student complies with the specific requirements for reenrollment outlined by the vice president for student affairs and campus life, or designee
<b>Duration of leave</b>	Typically, no fewer than two semesters, although the specific length of leave will be determined on a case-by-case basis
<b>Student must leave campus</b>	Within the time period set forth by the vice president for student affairs and campus life, or designee
<b>Student may visit campus</b>	Only as authorized in writing by the vice president for student affairs and campus life, or designee, for the duration of the leave
<b>Notification</b>	The vice president for student affairs and campus life, or designee, reserves the right to notify a parent, guardian, or other person, if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the College environment.
<b>Transcript notation</b>	"Withdrawn"

### Financial Obligations

A student on an involuntary leave of absence may still have certain financial obligations. For more information, refer to "Explanation of Charges," p. 273.

### Request for Reenrollment

A formal request for reenrollment after an involuntary leave of absence must be submitted to the vice president for student affairs and campus life with a copy sent to the dean of the student's school. The student's reenrollment request will be reviewed by the vice president for student affairs and campus life, or designee, who, with the dean of the student's school, must approve the reenrollment.

When a medical or psychological condition forms the basis of the involuntary leave, the student will be notified in writing of the required procedures for reenrollment. In this circumstance the vice president for student affairs and campus life, or designee, may consult with the director of health services and/or the director of the counseling center in deciding whether to approve the student's request to reenroll.

### Responsibilities

The major responsibilities each party or designee has in connection with an involuntary leave of absence are as follows:

<b>Student</b>	Abide by the decision made by the vice president for student affairs and campus life, or designee, to take an involuntary student leave of absence. Submit a formal request for reenrollment to the College after an involuntary student leave of absence, if the student wishes to reenroll.
<b>Dean of student's school</b>	With the vice president for student affairs and campus life, or designee, approve or deny requested reenrollment of a student.
<b>Director, health services, and director, counseling center</b>	Communicate with the vice president for student affairs and campus life, or designee, if there is a reason to believe that the student's health or safety or another student's safety is at high risk, and that an involuntary leave of absence might be appropriate. When requested, consult with and advise the vice president for student affairs and campus life, or designee, concerning the student's need for involuntary leave and readiness for reenrollment, as permitted by the legal and ethical requirement for medical/psychological privacy.
<b>Vice president for student affairs and campus life</b>	Consult with designated administrators to formulate a plan for and provisions of a student's involuntary leave of absence. Communicate to the student the outcome of the proceedings and the terms of the involuntary leave of absence. With the dean of the student's school, approve or deny requested reenrollment of a student.