Academic Information

The College reserves the right to refuse registration to or to dismiss after registration any student whose presence would, in the judgment of the College, be detrimental to the College’s interests. The College also reserves the right to change, upon appropriate notice, any of the following regulations.

Academic Policies

Student’s Right to Petition

Each currently enrolled graduate student has the right to petition to

- Waive any of the all-College academic regulations.
- Review any academic problem that has not been resolved first by the instructor or subsequently by the chair, then by the dean of the school, and finally by the graduate dean.

To petition for either purpose, the student submits a written petition to the graduate dean with copies to the graduate chair, dean of the school, and the faculty member involved. The graduate 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. Where appropriate and feasible, the provost will consult with the individuals involved before making a final decision. While a decision on appeal is pending, the student may continue to take courses in the program, except for clinical or fieldwork courses.

Time Limitations

Candidates for an advanced degree are required to meet general and major-field requirements within six calendar years of their matriculation date. Some programs have more restrictive timelines that supersede this general policy. Any exception must be approved in writing by the dean of graduate studies after review and recommendation by the Graduate Council.

Matriculation is an enrollment status applicable to the student who (1) has met all admission requirements and standards established by a particular school/department and the Division of Graduate Studies, (2) who has been accepted into a degree program by the same school and the Division of Graduate Studies, and (3) who has registered for graduate courses at Ithaca College. Note that matriculation begins with the first registration following acceptance as a degree candidate.

Students are required to fulfill the requirements of the catalog in effect at the time of their matriculation; however, under special circumstances (e.g., initiation of new programs), they may elect to fulfill the revised requirements.

Grading System

The acceptable grades and corresponding points for grade point average (GPA) calculations are as follows. All grades except S (satisfactory), U (unsatisfactory), P (pass), I (incomplete), and W (withdrawn) are used in calculating a student’s GPA.
<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
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<td>C+</td>
<td>2.30</td>
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<tr>
<td>A-</td>
<td>3.70</td>
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<tr>
<td>B-</td>
<td>2.70</td>
<td>F</td>
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</tbody>
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A student may repeat a graduate course once. Grades received in repeated courses will be averaged for purposes of computing the GPA. Both grades will be placed on the transcript.

**Good Academic Standing**

Graduate students are required to maintain a minimum GPA of 3.00 at the end of each semester in order to remain in good academic standing. Failure to do so will result in either academic dismissal after two consecutive semesters below a 3.00 GPA or placement on academic warning after a single semester of a GPA below 3.00. See “Academic Warning” below for more information.

**Grade Point Average (GPA) for Graduation**

Graduate students must achieve a minimum GPA of 3.00 in order to graduate. A student may appeal this by following the guidelines under “Student’s Right to Petition.”

**Semester Workload**

One semester of coursework is defined as 9 credits or more in a single semester if full-time, or 6 credits or more accumulated across two semesters if part-time.

**Academic Warning**

Upon completion of a semester’s work at less than 3.00 GPA, the student will be issued an academic warning by the Division of Graduate Studies. Warning will be removed upon completion of a full semester’s coursework at 3.00 GPA or better, or upon completion of the degree program with a minimum 3.00 GPA. (See Physical Therapy and Business[link this to business section] for program-specific requirements.)

**Academic Dismissal**

Two consecutive semesters on academic warning will be grounds for dismissal from the degree program. For the purposes of this policy, “two consecutive semesters” equals two full semesters with 9 credits or more in each semester if the student is full-time, or 12 credits accumulated across three or more semesters if the student is part-time. (See Physical Therapy and Business[link this to business section] for program-specific requirements.)

Any student receiving more than 6 credits of C (C+, C, C-) or more than 3 credits of F will be terminated immediately from the degree program and may never reenter the same program.
Comprehensive Examination

With the exception of the M.B.A. program, the M.A.T. program in adolescence education, and those programs that require a thesis, all advanced degrees require a comprehensive examination.

To be eligible for the final comprehensives, the student must complete all required courses and attain a 3.00 GPA. The final comprehensive examination will be related to the student’s field of specialization and may take various forms depending on individual interests. It is the responsibility of the student to apply in writing to the major adviser for an examination appointment. The last date for application is two months before degree date. The last date for the comprehensive examination is one month before degree date.

Thesis and Project Requirements

Students required to complete a thesis or project as partial fulfillment of the degree requirements should request an adviser through the department or school and register through the Division of Graduate Studies for the appropriate course and credits. If not required by the department or school, the thesis or project is optional. If a student elects to do either a thesis or a project, the credits earned may be applied toward a degree or may be in addition to degree requirements, at the discretion of the department or school concerned.

See also the research proposal description under “Graduation Requirements” in the physical therapy program section. Students in the M.A.T. program should refer to the Graduation Requirements in the adolescence education program section.

The last date for submission of the thesis is one month before degree date. At the time of submission of the thesis, it is the student’s responsibility to schedule an examination in defense of the thesis.

Students should work with their program advisers to plan an appropriate course and credit schedule. For international students this schedule will be reflected in the immigration paperwork.

Use of Human Subjects in Research

All research projects at Ithaca College that use humans as subjects must be reviewed and approved by the All-College Review Board on Human Subjects Research. The use of human subjects refers to data collection via survey, supervised activity, and interview, as well as other methods. The Ithaca College guidelines for human subject research are included in the “Faculty Resource Guide” and also may be obtained from the faculty adviser or the provost’s office.

Teacher Certification Requirements

Candidates enrolled in a degree program leading to teacher certification must acquire the competencies stipulated for that certification in addition to the requirements necessary to earn the master’s degree.

Students in the M.A.T. program in adolescence education are expected to earn a grade of B or better in all certification coursework.

Program Changes

Changes in a semester program schedule must be made within the one-week add/drop period.

Students who withdraw and are subsequently readmitted will be bound by program and degree requirements in force during the academic year in which they are readmitted.
The College reserves the right to make changes in degree requirements, course offering regulations, and procedures contained in this catalog as educational and financial considerations require.

**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. Details are available as part of the Ithaca College Policy Manual, Volume VII.

**Application Process for Graduation**

Ithaca College awards graduate degrees in May, September, and December. During the term preceding the awarding of the degree, the degree candidate must complete the following steps:

- File an application to graduate. The application must be filed online with the registrar by the specific filing deadline for May, September, or December graduation, as shown in the academic calendar.
- Confirm with the registrar’s office that any credits transferred from another institution are recorded on the transcript.
- If there have been any changes in program requirements, confirm that approval has been obtained in writing from the program chair and dean of graduate studies and verified by the degree coordinator in the registrar’s office. This includes waivers, courses accepted in lieu of required courses, and verification that all program degree requirements have been met.
- Satisfactorily complete comprehensive examinations, if applicable.
- If completing a thesis or research project -- After approval by the major adviser, the thesis or project should be submitted to the respective graduate chair by April 1 for May graduation, August 10 for September graduation, or December 1 for December graduation. The dean of graduate studies will review and approve all theses. Three copies of the final bound thesis must be submitted to the graduate chair before the grade will be registered. Grades must be submitted by May 10, September 10, and December 10, respectively. It is the responsibility of the degree candidate to schedule an examination in defense of thesis when submitting it to the graduate chair.
- Verify with the graduate chair that all degree requirements have been met.
- If desired, schedule an exit interview with the dean of graduate studies at least one month before completion of the last semester.

**Registration and Course Information**

**Withdrawal from the College**

Students deciding to withdraw from graduate study at any time before completion of their degree program should contact the chair of their program to initiate the withdrawal process. This process should include discussion with the chair and graduate dean of the reasons for withdrawal and implications for an assistantship, if the student has one. If, after these discussions, the student wishes to continue the withdrawal process, he or she must complete a “notification of withdrawal from graduate studies” form (available from the graduate chair or the graduate dean’s office) and obtain the signature of the dean of graduate studies. Failure to follow this process may jeopardize the student’s potential for readmission at a future date.

Students with guaranteed student loans and Perkins loans must commence repayment within six months, unless they are continuing at another institution or are readmitted.
If a student withdraws and later is suspended, dismissed, or placed on warning for unsatisfactory academic performance, the academic sanctions stand as a matter of record. Warning becomes operative in the event that the student is readmitted to the College.

**Withdrawal from a Course**

The last date for withdrawal from a course with a grade of W is determined by a percentage of class days. If fewer than 75 percent of the class days for a course have elapsed, the student may withdraw without an F. It is the student’s responsibility to obtain a course-withdrawal form from the Division of Graduate Studies. If the form is not completed and submitted to the registrar’s office, the grade for the course becomes F.

**Full-Time Study**

A full-time student is defined as one who takes 9 credits per regular semester or 6 credits in the summer. Full-time students may not take more than 12 credits per semester, except MBA students, who may enroll in 15 credits per semester. Exceptions should be requested in writing and require approval of the dean of graduate studies.

**Tuition Refund Schedule**

No refunds will be made unless the student requests official withdrawal from a course.

Full-time students who officially withdraw or are dismissed from Ithaca College are charged a percentage of total tuition. For more information refer to “Refund Procedure.” Weeks are counted from the first day of class in each semester.

No refunds will be granted until the student completes the College’s official withdrawal procedure.

**Course Numbering System**

Course numbers consist of a four-character alphabetic department code separated by a hyphen from a five-digit group. The first digit of the second group is the level of the course.

- Level-five courses are graduate courses in which qualified seniors may enroll under certain circumstances. (See the policy in the Ithaca College [undergraduate catalog](#).)
- Level-six courses are for graduate students only.
- Level-seven courses are graduate-level workshops.

**Course Offerings**

Course listings for each semester are published online. The registration schedule is announced by the registrar’s office.

**Workshops**

Workshops are offered for graduate or undergraduate credit. Course numbers are determined by the level of work expected. With the approval of the adviser, a graduate student may count up to five graduate workshop credits toward a master’s degree.
Unit of Credit

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

Transfer Credit

Courses submitted for transfer credit must be appropriate and applicable to the student’s degree or teacher certification program, and a grade of B or better must have been earned. Transferable credits must have been earned not more than three years before matriculation, and no more than 6 credits may be transferred and applied toward an advanced degree. Grades acquired in transferred courses are not applicable to the graduate cumulative average. Students who have matriculated and who wish to earn graduate credit elsewhere for transfer to Ithaca College should obtain approval in writing from the major adviser and the dean of graduate studies before registering for a course intended for transfer.

Fifteen credits earned at institutions that have established formal affiliation programs in specific majors may be applied toward degree requirements. Students must submit a written request for transfer credit to the Division of Graduate Studies. The request must be supported by an official transcript sent directly to Ithaca College from the institutions at which the credit was obtained.

Ithaca College-Cornell University Exchange

This reciprocal arrangement between Ithaca College and Cornell University allows full-time graduate students, with prior approval and within the stated stipulations, to cross-register for one course up to 4 credits per semester at Cornell. This arrangement is available during the fall and spring semesters only and is contingent on space availability at Cornell.

Program petition forms and further information are available from the Division of Continuing Education and Summer Sessions.

Incomplete Grades

A student who receives a grade of I (incomplete) and does not complete the requirements of the course before completing or terminating the program will have the grade for the course recorded permanently as incomplete. In some programs (e.g., physical therapy, occupational therapy, and adolescence education) students may not advance until the I is made up.

Pass/Fail Option

Graduate programs are permitted to use pass/fail grades for graduate-level workshops (level seven) and selected courses.

Policy on Grade Disputes

Grade disputes should be resolved directly between the individual faculty member and the student. If that is not possible, the graduate chair and/or the dean of graduate studies will mediate the dispute. Failing resolution of the matter at that level, the student may petition the provost. (See “Student’s Right to Petition.”) The final authority to change a grade rests with the individual faculty member. Exceptions made by the provost will occur only for the most compelling reasons.
Audit Policy

An audited graduate course will appear on a student’s transcript provided the student

1. obtains the permission of the instructor;
2. pays the audit fee (check with the Division of Graduate Studies for the current rate), plus any additional course fees; and
3. follows the instructor’s requirements for auditors, including attendance policy.

The student or faculty member must submit an audit form to the registrar by the add/drop deadline in the semester in which the course is to be audited. The above audit policy does not apply to summer-term offerings. A graduate course audited for personal interest or for review of certain segments of the course material (no record on transcript) requires only the instructor’s permission to attend the class.

All audits depend on class capacity. No tuition-paying student will be denied a place in a class as a result of a place being provided to an auditor. Audits are not counted as credit toward graduation or calculated in the GPA. Students may not change their registration enrollment from audit to a letter grade.