Quick Guide to The Graduate School Policies and Procedures
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Graduate Bulletin

http://sb.cc.stonybrook.edu/grad bulletin/current/
Registration & Tuition Liability

• Academic Calendar
  http://www.stonybrook.edu/registrar/calendar-academic.shtml

• G-Level: Determines # of credits needed for full-time enrollment
  • Masters Students: G1 = 12 credits; G2 = 9 credits
  • Doctoral Students: G3 = 12 credits; G4 = 9 credits; G5 = 9 credits

• All registration **MUST** be finalized by day 15 of classes
• Tuition Liability begins after the 1st week
• Students are responsible for making sure they are registered on time. Programs and faculty do not have authority to waive registration policies.
• Sign up for the Interactive Google Calendar to stay informed and receive updates about deadlines: http://www.stonybrook.edu/registrar/calendar-academic.shtml
Leave of Absence or Withdrawal

- Form must be submitted (recommended before start of semester to avoid registration and tuition liability)

Leaves
- Granted for one semester or year at a time and renewable upon request for a maximum of two years.
- To take a leave, must have been registered in the previous semester.
- Does not count in the calculation of your time limit for graduation.
- To return, must complete the Readmission Form.
Leave of Absence or Withdrawal Cont.

- If your leave extends beyond 2 years, you are put on a withdrawal

  **Withdrawal**
  - Must complete the Withdrawal form and include a letter of intention.
  - Can withdrawal up to the last day of classes for the semester (tuition liability and registration deadlines apply).
  - Students who leave without processing the necessary documents for a leave of absence or a withdrawal, endanger prospects of readmission and will be charged a $500 fee if readmitted.
Time Limit

Masters:
- Full-time – must complete within 3 years
- Part-time – must complete within 5 years

PhD:
- 7 years for student with a previous graduate degree or 24 credits of graduate study
- For all other students, 7 years after completion of 24 graduate level courses

In exceptional cases when program cannot be completed within these periods, students with the program’s approval can petition for waiver of time limit.
Change of Level/Program

- Must be received before the first day of classes of the first semester indicated for the new degree program/level.
- Offer letter to the new program must be included.
- Going from a PhD to a Masters level program results in the original program being discontinued without a degree being posted.
- Permission from VIS Advisor required for all International student.
- If going from Masters to PhD, minimum TOEFL score must be a 90 for non-native English language speakers.
Advancement to Candidacy

- Student may advance (G5 status) after completing Graduate School and program requirements other than the dissertation or its equivalent.
- Recommended by GPD and approved by the Dean of the Graduate School.

Restrictions:
- 3.0 cumulative GPA or higher
- G4 level at time of request
- Must advance at least 1 academic year before beginning of the term they plan to defend (summer does not count as a term). DMA students may be advanced for one term prior to their final recital and graduation semester.
- Requests to ATC must be received by day 10 of the term. Requests received after this time take effect the following term.
Educational Opportunities

Inter-University Doctoral Consortium

• Several universities around NYC (Columbia, CUNY, Fordham, New School University, Princeton, Rutgers). Graduate PhD students in the arts and sciences can register and receive SBU credit.

Eligibility and Regulations:

• Completion of at least one academic year of full-time residence and be a current matriculated PhD student
• 3.0 Cumulative GPA
• Can only register for courses not available at SBU
• Pay appropriate tuition and fees at home institution
• Restricted to graduate courses
• Travel Reimbursement offered through GSO: http://sbgso.org/images/PDFFORMS/iudc.pdf
• More Info: https://www.grad.stonybrook.edu/CurrentStudents/iudc.shtml
Dissertation

- Required for all PhD students – convey in a clear and convincing manner the results of an original and significant scholarly investigation
- GPD will appoint an advisor or supervisory committee with whom the student will conduct an investigation and write dissertation

Defense:

- Must be approved by dissertation examining committee consisting of two internal faculty members, one external member, one member who can be internal or external.
- Committee requests must be received by the Graduate School four weeks prior to defense date
- Examination of dissertation involves a formal oral defense – announced 3 weeks in advance
Dissertation Cont.

Defense (cont.):

• Abstract of dissertation or recital program must be provided to the Graduate School 3 weeks prior and is advertised on the Graduate School website.

• Original signatures are required on the signature page and indicates approval of the defense of the dissertation.

• Student has 3 months following a successful defense to submit the final version of their dissertation to the Graduate School. The semester the dissertation is submitted, is the semester the degree will be awarded.

• A student may register for no more than one additional semester following the successful defense of a dissertation.
Thesis & Dissertation Guidelines

- Do not submit to ProQuest until you have successfully defended.
- Recommend you use the Templates provided.
- You may bring a “rough draft” to the Graduate School for a format check.
- After you officially submit, you will receive a success email. The Graduate School will also receive notification that you submitted.
- The Graduate School will lock your submission to avoid any changes to the document.
- Within 3 days of submission, the Graduate School will review for formatting and you will receive a response regarding the status via email.
- If format edits are required, your dissertation will be unlocked.
- Important: Check your email regularly for status information in the days and weeks following submission.
- Original signature page must be submitted as a hard copy to the Graduate School.
- Info can be found at:
  [https://www.grad.stonybrook.edu/academics/t&d.shtml](https://www.grad.stonybrook.edu/academics/t&d.shtml)
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• BUDGETING
• PROCUREMENT
• ACCOUNTING
• FELLOWSHIP ADMINISTRATION (GCF, NSF, FORD)
• RECRUITMENT ASSISTANCE / TAALLOCATIONS
  • GRADUATE TUITION SCHOLARSHIPS
    • GRADUATE AWARDS
  • TUITION ON RESEARCH GRANTS
Graduate Tuition Scholarships

- You must be registered FULL TIME at snapshot day (Day 15 of classes) or you will lose your GTS and TA/GA/RA appointment.

- GTS amounts will cover tuition only for:
  - 12 credits for G1, G3
  - 9 credits for G2, G4 and G5
  - G5 students who have been previously supported by GTS allocation by their department in all previous semesters prior to advancement.

- G2, G4, G5 students should not be taking more than 9 credits. Do not register for additional courses without approval as you may be liable for the tuition difference.

- Domestic students need to establish NYS residency by the start of their second year. Failure to do this may result in tuition liability for the student. Grad students should fill out an application by the beginning of their second semester.

- Communicating Science courses are covered for fully supported PhD students. Contact Christine Anselmo (Alan Alda Center for Communication Science) for specific questions about the courses. This requires approval from your GPD.
Individual Financial Opportunities:

- **GSEU Professional Development Award** - max individual award up to $1,000
  - Due date is around October applies for expenses previous academic year (end July)

- **GSO Distinguished Travel Award** – up to $1,500 conference travel costs

- **Other Travel reimbursement from GSO**: All funding forms must be handed into GSO office (227 SAC) [http://www.sbgso.org/index.php/funding/forms1](http://www.sbgso.org/index.php/funding/forms1)
  - Inter-University Doctoral Consortium - GSO offers up to 50% of your cost of travel on the Long Island Railroad (LIRR) between Stony Brook and NYC.
  - Cold Spring Harbor and BNL Travel – GSO offers 50% total travel costs for public transportation
  - RAP (Resource Access Project) – up to $350 each year for lodging costs at scholarly conferences/workshops.
  - Seminar/Workshop travel – to NYC - limited to 4 x per semester (round trip peak LIRR ticket)

- **Recreation** - first come first served basis – $150 per person for non-fitness related recreational activities, $50 max on fitness related expenses.

- **Graduate Awards** – Annual winners chosen by committee. Nominee packages due to GS by early March. Awards range from $500-$10,000 - [https://www.grad.stonybrook.edu/faculty/awards.shtml](https://www.grad.stonybrook.edu/faculty/awards.shtml)
Financial Opportunities for Student Groups (recognized by SBU Student Union and GSO)

- GSO Allocation from $300- $800
- General Cultural and Social Events / Speaker series or conferences $350 for catering
- Departmental allocation- max of $1,000 for building sense of community (budget proposal and signatures required).
- Dean’s Building Graduate Communities Initiative- Up to $1,000 of matching money for programs or events that foster scholarly/research community between or within programs. Proposal required. [https://www.grad.stonybrook.edu/faculty/building_graduate.shtml](https://www.grad.stonybrook.edu/faculty/building_graduate.shtml)