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ABOUT THE SPD BULLETIN

The information in this publication is accurate as of February 2014. This document contains information related to admissions, enrollment, academic policies and procedures, and graduation. Graduate program requirements and course information are provided on the SPD Website at www.stonybrook.edu/spd/graduate. Course schedules, textbook and enrollment information specific to each term is available on the SOLAR System at www.stonybrook.edu/solarsystem.

All applicants are reminded that Stony Brook University is subject to the policies promulgated by the Board of Trustees of the State University of New York. Fees and charges are set forth in accordance with such policies and may well change in response to alterations in policy or actions of the legislature. Because it falls outside of the School of Professional Development's purview, specific tuition information is not published in this Bulletin. Students and applicants are directed to the Office of Student Accounts website: www.stonybrook.edu/bursar/tuition/tuition-and-fee-rates.shtml

The University reserves the right to amend the SPD Bulletin and/or SPD website at any time and without notice to reflect modifications in policy, law, or regulation. Potential alterations might include, by way of example only, degree requirements, course offerings, fees, and calendar listings.

Federal and State regulations as well as external accreditation regulations supersede information in the Bulletin.

Statement of Student Responsibility
Students themselves—whether new, returning, or continuing—are responsible for reviewing, understanding, and adhering to their degree and/or certificate program requirements. (SPD’s Non-matriculating (non-degree) Graduate Students [GSP] are responsible for adhering to the guidelines related to non-matriculated status.) All SPD students are responsible for reviewing, understanding, and complying with University and SPD regulations, policies, and procedures, as described in all official publications, the University website, and the SPD website, including, but not limited to, SPD’s online references, the SPD Bulletin and SPD Academic Calendar

SAFETY, DISABILITY AND AFFIRMATIVE ACTION INFORMATION

Campus Safety
The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Contact University Police at 631.632.6350. Visit the United States Department of Education website for campus data statistics ope.ed.gov/security/index.aspx and search for Stony Brook.

Disability Statement
The Americans with Disabilities Act (ADA), which became effective January 26, 1992, requires that individuals with disabilities be afforded equal opportunity in the areas of public services and programs, employment, transportation, and communications. Prior to this federal legislation, the University had been subject to similar provisions under Sections 503 and 504 of the Rehabilitation Act of 1973. In compliance with the ADA’s broader definition of disabilities, the University makes concerted efforts to provide reasonable accommodation and access to services and programs.

For more information contact:
Assistant ADA Coordinator, Disability Support Services
128 ECC
Stony Brook University
Stony Brook, NY 11794-2662

Equal Opportunity and Affirmative Action
Stony Brook University does not discriminate on the basis of race, religion, sex, color, national origin, age, disability, marital status, or status as a disabled or veteran in its education programs or employment. New York State also prohibits discrimination on the basis of sexual orientation.

Any questions concerning this policy or allegations of noncompliance should be directed to the Office of Diversity and Affirmative Action, 631.632.6280, or visit their website at: www.stonybrook.edu/diversity
ADMISSIONS

Prospective students for School of Professional Development (SPD) programs may apply online by visiting www.stonybrook.edu/spd/graduate and selecting the appropriate program. Admission requirements and application deadline dates may be found on the respective program web pages.

Matriculated Status

Each academic program has its own admissions requirements. Refer to the guidelines described in each program description. For program selection/descriptions, visit www.stonybrook.edu/spd/graduate/gradprograms. Candidates who have undergraduate (or graduate) transcripts indicating a grade point average (GPA) at 3.00 or higher, along with other required application materials, will be considered for regular matriculation/admission. The GPA alone is not a determining factor of admission.

Candidates with a GPA below 3.00 and above 2.75, along with other required application materials, will be considered for conditional matriculation/admission. The GPA alone is not a determining factor of admission.

Conditionally admitted part-time students must achieve a 3.00 GPA after completing six graduate credits. Full-time students (12 credits) must achieve a 3.00 GPA after their first semester. If a 3.00 GPA is not achieved as outlined above, the student will not be permitted to re-enroll.

Matriculated graduate students must pay graduate tuition for undergraduate courses. Requests to change from matriculated to non-matriculated status to pay undergraduate tuition for undergraduate courses will not be approved by SPD or the Office of the Registrar.

Tuition rates are published on the Bursar’s website: www.stonybrook.edu/bursar

Non-Matriculated Graduate Student (GSPNM) Status

If you have a bachelor's degree and are interested in taking undergraduate or graduate courses at Stony Brook, without working toward a degree or certificate, you may apply for admission as a Non-matriculated Graduate Student (GSPNM). SPD admits all GSPNM students to the University's West Campus.

GSPNM students may enroll in any graduate or undergraduate courses, as available to them, provided prerequisites, if any, are met. In certain instances, instructor permission may be required. Students are advised to contact the department offering the course to confirm enrollment eligibility to avoid possible de-registration from the course.

Non-matriculated graduate students (GSPNM) are charged tuition at the rate applicable to each course by course level, i.e., undergraduate courses, undergraduate tuition; graduate courses, graduate tuition.

U.S. Citizens

1. Complete the online Non-matriculated Graduate Student (GSPNM) application and remit the nonrefundable $90 application fee via credit card. How to Apply instructions may be found at: www.stonybrook.edu/spd/graduate/nonmatric

A new GSPNM application and non-refundable application fee are required when more than three (3) full terms (Spring and Fall) lapse between class enrollment/s.

Permanent U.S. Residents

In addition to the procedures for U.S. citizens, permanent residents must submit a photocopy (front and back) of an Alien Registration (green) card. The photocopy may be faxed to SPD at 631.632.4992, mailed, or sent as an email attachment to: spd@stonybrook.edu

Financial Aid Eligibility

Non-matriculated graduate (GSPNM) students normally do not qualify for financial aid. For information regarding options, if any, a GSPNM student may have, please contact the Financial Aid Office at 631.632.6840, or visit: www.stonybrook.edu/finaid

International Student Applicants

In addition to the application and admissions requirements listed in this publication, international students who plan to study in the United States must meet certain eligibility requirements. For detailed information on admissions see www.stonybrook.edu/spd/graduate/international or consult an International Student advisor in the Office of Visa and Immigration Services (VIS), E-5310 Melville Library at 631.632.4685. Visit the VIS website at www.stonybrook.edu/visa

English Proficiency

Stony Brook University has established minimum English language competency requirements for admission to graduate study and for receiving support as a graduate student. SPD does not offer financial support to its students.
There are specific requirements non-native speakers of English must fulfill to be admitted to graduate study. All students must declare their native language as part of the admission process. A native speaker of English normally learned English as a child and uses English as his or her primary language both at home and in educational settings.

All students who are not native speakers of English must demonstrate proficiency in English. Minimum TOEFL (Test of English as a Foreign Language) exam scores required for admission to Stony Brook University/School of Professional Development (SPD):

- Paper-based test: 550
- Computer-based test: 213
- Internet-based test (IBT): 90*

IELTS (International English Language Testing System): overall score of 6.5

*In addition to the minimum overall TOEFL score of 90 on the Internet-based (IBT) exam, each subsection** score must be at least a 22.

**Subsections:

- Listening
- Reading
- Speaking
- Writing

Students who score less than a 22 on any one subsection will not be offered admission to Stony Brook's School of Professional Development. For additional information, go to: www.toefl.org

Admission to graduate study for non-native speakers of English is contingent upon satisfactory fulfillment of this requirement. Intentional misrepresentation by a student of his/her native language is academic dishonesty.

Mandatory Health Insurance
For information regarding SUNY's mandatory student health insurance, contact the Student Health Insurance Office in the West Campus Health Service (Infirmary). The phone number is 631.632.6740. All international students in F-1 or J-1 status are required to obtain health insurance.

Immigration Status
An F-1 or J-1 international student MUST take a full-time course of study (typically a minimum of 12 credits per semester), must attend a mandatory orientation program, and must consult with an International Student Advisor upon arrival and BEFORE (1) accepting off-campus employment, (2) traveling outside of the United States either temporarily or permanently, (3) applying for a U.S. Visa abroad, (4) transferring to another institution within the United States, (7) changing to another non-immigrant or immigrant status (for example: from F-1 to "permanent resident"), or (8) changing his or her major or level of study. To maintain student status, an international F-1 or J-1 student must be enrolled full time every semester/term and have a valid passport, Form I-94 and Certificate of Eligibility Form I-20 or Form 2019.

Find important Visa and Immigration requirements and information at: www.stonybrook.edu/commcms/vis/

Post-Baccalaureate Study

Pre-Health (Pre-Medical/Pre-Dental)
Post-baccalaureate students may take coursework at Stony Brook University to prepare for careers in medicine, dentistry, or other health-related fields. Under-prepared students (those who lack requisite math and science courses) may make up course deficiencies by enrolling in the appropriate undergraduate courses with Non-matriculated Graduate Student (GSPNM) status. The undergraduate coursework, coupled with the advisement resources of the Pre-health Advising Center, Melville Library, Third Floor, Room E-3310, will help prepare the student for the application process to medical school. For additional information, contact the Pre-health Advising Center, 631.632.7080.

This select student group will be academically advised and tracked throughout their time at Stony Brook by the Pre-health Advising Center. Stony Brook may nominate up to five eligible post-baccalaureate students per year for linkage (a special fast track admission) to Stony Brook's medical school. All students admitted to the program are expected to maintain a 3.0 cumulative grade point average.

Biomedical Engineering
The Post-baccalaureate Program in Biomedical Engineering (PB-BME) is designed for the student who has a bachelor's degree in the life sciences or liberal arts (and in some cases engineering or physics) and wishes to pursue graduate studies in biomedical engineering, but lacks the required courses for direct admission.

With approval from the BME graduate program director, the student who does not qualify for admission may be granted permission to complete required undergraduate courses by submitting a non-matriculated graduate student (GSPNM) application to SPD, which allows the student to
register for pre-requisite undergraduate courses. For information, go to: bme.sunysb.edu/grad/pb-bme.html

U.S. Veterans

SPD’s graduate programs have been approved for the training of Veterans and other eligible persons in accordance with the provisions of Section 3675, Title 38, U.S. Code. For further information, contact the University’s Office of Veterans’ Affairs, 631.632.6700.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Academic Advisors are not assigned to graduate students and advising appointments are not required at the graduate level, however advising appointments are always available to matriculated SPD students. To schedule a convenient telephone advising appointment (no need to come to campus), call SPD Graduate Admissions and Student Services at 631.632.7050, Option 1, or email spd@stonybrook.edu

Important Note: Although students are encouraged to schedule advising appointments at periodic intervals during their degree or certificate program of study to ensure defined program requirements are being met, each student is individually responsible for meeting program requirements.

Academic Standing

Students matriculated in a master’s degree, post-master’s certificate, or advanced graduate certificate program are required to maintain a 3.00 (B) cumulative GPA (grade point average) for all graduate courses taken at Stony Brook, as well as a 3.00 cumulative GPA for the credits used to earn the degree or certificate. If a student’s cumulative GPA falls below 3.00 the student is automatically placed on Academic Probation.

Conditions of Academic Probation:

Part-time students (less than 12 credits per term/semester): must achieve a 3.00 GPA after attempting six more credits or two more terms/semesters, whichever comes first. If a student achieves a cumulative GPA of 3.00 after six credits, the student will return to regular matriculated status.

If the student’s GPA remains below 3.00 after six credits or two more terms, the student is not permitted to re-enroll or continue in the program. Academic Dismissal follows.

Full-time students (12 credits per term/semester): If a student achieves a cumulative GPA of 3.00 at the end of the next full-time term/semester, the student will return to regular matriculated status.

If the cumulative GPA remains below 3.00 after one full-time term on probation, the student will not be permitted to re-enroll or continue in the program. Academic Dismissal follows.
NOTE: Academically Dismissed students have the option to petition SPD for approval to continue taking classes at Stony Brook as a Non-matriculated Graduate Student (GSPNM)—provided the requisite GSPNM application and nonrefundable application fee are submitted to SPD—in an effort to raise his/her cumulative GPA to 3.00 or better.

Once a cumulative GPA of 3.00 is attained, the student may petition SPD for readmission/re-matriculation in the student’s original degree or certificate program, provided the original program completion date has not lapsed.

Exceptions to Academic Regulations
Any SPD student who finds that extraordinary personal circumstances seem to require that an exception be made to an academic policy, rule, or regulation, may petition SPD’s Committee on Academic Standing to request a waiver or exception. The petition form is available on the SPD website at: www.stonybrook.edu/spd/assets/pdf/casform

NOTE: The Committee deals solely with academic rules and regulations and is not authorized to rule on requests for waivers on financial regulations. All inquiries regarding financial matters must be addressed to the Office of Student Accounts, 631.632.2455, or visit the Student Accounts/Bursar website at: www.stonybrook.edu/bursar

Standards of Academic Conduct
The University expects cooperation from all its students in developing and maintaining high standards of scholarship and conduct. Students are expected to meet academic requirements and financial obligations, as specified throughout this publication and other University units in order to remain in good standing. Certain non-academic rules and regulations must also be observed. For detailed information about the University’s Conduct Code and Maintenance of Public Order, visit: studentaffairs.stonybrook.edu/ucs/conduct

Academic Honesty
The University considers intellectual honesty to be the cornerstone of all academic and scholarly work and views any form of academic dishonesty as an extremely serious matter. Graduate students may be dismissed upon proof of violation of professional standards and academic honesty.

Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned.

For more information regarding Academic Honesty, see SPD’s “Policies and Procedures Governing Academic Dishonesty” available at www.stonybrook.edu/spd/assets/pdf/dishonesty

SPD Online
In addition to the policies and procedures mentioned in this publication, there are also guidelines for students who take online courses or pursue a fully online master’s degree, advanced graduate certificate or post-master’s certificate through SPD Online Learning. For important information about online learning, please visit: www.stonybrook.edu/spd/online/about

For answers to frequently asked questions (FAQs) about SPD online learning, see: www.stonybrook.edu/spd/online/faqs

While the SPD website contains links to the most frequently asked questions about the program, course descriptions and instructor contact information, students should not enroll/register for an online course until they have read all of the information in the SPD Online website at: www.stonybrook.edu/spd/online/about

Please contact the SPD Online Office directly if additional information is needed at 631.632.9484, or email: spd_online@stonybrook.edu

Online Class Schedule
The online term begins at the start of the traditional Fall, Spring, and Summer terms and runs for 10 weeks. Accordingly, the online term follows a different academic calendar than the full term, face-to-face courses. SPD’s academic calendars are viewable at www.stonybrook.edu/spd/graduate/calendar
CREDIT GUIDELINES
The maximum number of graduate credits earned at Stony Brook as a Non-matriculated Graduate Student (GSPNM), prior to matriculation, that may be considered for application toward any Stony Brook graduate degree is 12; for advanced graduate certificates, the maximum number is six (6).

The maximum number of graduate credits earned at Stony Brook in a matriculated student’s primary program that may be considered for application toward a Stony Brook graduate secondary degree is 12; for advanced graduate certificates, the maximum number is six (6).

Credits More Than 5 Years Old
Under certain conditions, returning students may petition SPD to evaluate credits taken at Stony Brook that are more than five years old, and no older than 10 years, to be applied to their current program. Grades in such courses must be B or higher (B- grades are not eligible for review). A course that is both more than five years old when a student is admitted or readmitted to an SPD degree or certificate program and carries a grade below B is ineligible for review and may not be used to satisfy SPD program requirements. Students requesting an individual review of such courses are required to have a cumulative grade point average of 3.00 or higher.

Duplicate Credit
Matriculated Stony Brook graduate students who complete graduate courses in programs other than SPD’s degrees or graduate certificates may petition SPD’s Committee on Academic Standing to have these courses included in an SPD program, provided the courses have not been used to complete another Stony Brook graduate diploma, certificate, or degree at the same level.

These courses must carry grades of B or higher (B- grades are excluded) and be relevant to the SPD degree and/or certificate course work requirements.

Example: Students who have completed an Advanced Graduate Certificate in Human Resource Management may not use credits/courses within this certificate for another certificate. Students who complete one master’s degree, such as the master’s in Higher Education Administration, may not use the same credits for another graduate degree.

Workload
SPD’s programs are graduate level, with high expectations and a considerable workload. Students should allow at least the traditional three hours of study/preparation for each class contact hour.

EXCEPTION: SPD online courses run for ten weeks; online students typically have a heavier workload than their traditional counterparts. Students must be willing to commit to a minimum of 10 to 15 hours a week for each online class. New SPD Online students are encouraged to enroll in only one online course. Returning SPD Online students are encouraged to limit their enrollment to two online courses per term.

For more information regarding online classes, see: www.stonybrook.edu/spd/online/faqs

Transfer Credits
The form to request a transfer of credits from an external institution, college or university, or to seek prior approval (required) for credits to be taken after matriculation, is available on the SPD website at: www.stonybrook.edu/spd/current/forms

Students must adhere to the transfer credit guidelines and supplement a completed Transfer Credit Request form with additional documentation as outlined on the “Cover Sheet - Transfer Credit Request Form.”

NOTE: Transferred courses may not be used to satisfy the Foundation courses in the MA in Higher Education Administration, the Liberal Studies Core courses in the MA in Liberal Studies (MALS), the Management Core courses in the MS in Human Resource Management (MSHRM), or the Core Curriculum requirements in the Master of Professional Studies in Environmental Management.

Change in Course Descriptor/Identifier
Any change in course designator status, adding or deleting a course designator, may not be retroactively applied beyond the academic year in which the course designator change takes place. The academic year is defined as Fall through the following Summer.
CONTACT AND DEMOGRAPHIC INFORMATION

To avoid any lapse or delay in receiving correspondence from the University or SPD, students are responsible for updating their contact information, including their mailing and/or home address, email address (see Stony Brook University’s Email Policy, below) and telephone number(s) in their SOLAR account whenever there is a change.

Email Policy

In an effort to improve the reliability of electronic communications between students, faculty, and staff, effective August 14, 2013, Stony Brook University implemented a policy concerning the use of email for official communication that applies to all community members who have been issued a Stony Brook University email account. Students are responsible for receiving and reading official University communications at their primary campus email address (...@stonybrook.edu). In addition, each student’s campus email address automatically becomes the student’s ‘preferred’ email address in SOLAR.

Email is the primary communications method that SPD uses to contact its students. In addition to sending individual emails, SPD may utilize an email service to send occasional emails to large groups of students. SPD does not send “spam” email, nor does it share student contact information with any person or organization outside of the University.

By accepting SPD’s offer of admission to one of its programs, students are “opting in” to receive these emails. Because the email service manages the email list, each email message contains a link to “opt-out.” Students should be aware that if they choose to “opt-out” they may miss information relating to their academic career.

Name Change

A student who seeks to record a name change must complete a Name Change Form available on the Registrar’s website: www.stonybrook.edu/registrar/forms.shtml

Select Name Change Form, print, complete as directed and submit to the Office of the Registrar.

ENROLLMENT INFORMATION

Please Note: The information contained in this section is not date-specific. Students must consult SPD’s Academic Calendar (published online) each term for specific program and deadline dates.

Students are responsible for every enrollment transaction that they perform on SOLAR. This includes, but is not limited to, adds, drops, withdrawals, and waitlist transactions. Students are advised to confirm each enrollment transaction performed on SOLAR by reviewing “My Class Schedule” or “View Unofficial Transcript.”

Enrollment Appointments

Students admitted to a master’s degree, advanced graduate certificate, or post-master’s certificate program will be assigned an Enrollment Appointment each term. The Enrollment Appointment signals the date and time a student may begin to enroll online via his/her SOLAR account. (All enrollments/adds, withdrawals/drops are done online via SOLAR according to published deadlines in the SPD Academic Calendar.)

Enrollment Appointments are posted to the student’s SOLAR account every term under “Enrollment” then “Enrollment Dates”. It is the student’s responsibility to check his/her Enrollment Appointment (Date) each term. Enrollment Appointments are posted prior to the start of Advance Registration. Advance Registration generally begins in November for the following Spring and in late-March/early-April for Summer and the following Fall. For optimal course selection, students should enroll according to their Enrollment Appointment.

Non-matriculated Graduate Students (GSPNM) are not assigned Enrollment Appointments. GSPNM students are eligible to enroll during Open Enrollment.

SOLAR

SOLAR allows students to search for classes, enroll in classes; add/drop/swap classes; waitlist classes; view academic records; view financial aid and billing information; update personal information; check student employment opportunities, among other options. To access SOLAR, go to www.stonybrook.edu/solarsystem

Waitlist

Online SPD classes and some face-to-face classes use SOLAR's waitlist function. If a class is closed/full and a waitlist function is available, students have the option to add their name to the waitlist. If a space becomes available, the
waitlisted student is automatically enrolled in the course in order of their waitlisted position. **Students then receive an e-mail that alerts them to check their SOLAR account for a message about their enrollment.**

A student will **not** be enrolled from the waitlist if he or she

- has another course at the same time
- is already enrolled for another section of the course
- is already enrolled for the maximum number of credits permitted, or
- has a ‘block’/negative service indicator that prevents enrollment/adding classes (may drop only)

If the issue is resolved, the waitlist will enroll the student according to his/her then current waitlist position as, or if, space becomes available.

**IMPORTANT:** Students should ensure that their email address is correct in SOLAR and that they can receive e-mail from the “@stonybrook.edu” domain. SPD **strongly** recommends that all waitlisted students log into SOLAR and check their schedules periodically through the add/drop periods. **If a student no longer wishes to be on a waitlist, he or she must drop the course before tuition liability is assessed.** Students who place themselves on a waitlist for a class and are subsequently enrolled are responsible for all tuition and fees.

**Late Registration/Enrollment**

Students who have not enrolled in at least one class prior to the start of classes are considered to be enrolling late and are assessed a late registration fee. Refer to the Bursar’s website: [www.stonybrook.edu/bursar](http://www.stonybrook.edu/bursar)

**Changes in Enrollment and Withdrawals**

Neither non-attendance, non-payment, nor notification to an instructor constitutes official enrollment in or withdrawal from a class.

Students who wish to make an enrollment change, add or withdraw from a class, must follow the University’s and SPD’s procedures and deadlines. Changes in enrollment or class withdrawal do not relieve the student of financial liability to the University. Refer to the refund policy and tuition liability schedule published each term on the Bursar’s website: [www.stonybrook.edu/bursar](http://www.stonybrook.edu/bursar)

**Service Indicators**

Students who have negative service indicators (enrollment blocks) on their records, from SPD, Student Accounts, Health Services, Traffic, and other University offices, are **not** eligible to enroll in classes until the situation is resolved and the blocks removed.

**Add/Drop Procedures**

Students may add, drop, swap, or withdraw from classes via SOLAR according to published deadlines. For all academic deadlines, consult each term’s online **SPD Academic Calendar** or the Registrar’s Calendar for School of Professional Development (SPD):

[www.stonybrook.edu/spd/graduate/calendar](http://www.stonybrook.edu/spd/graduate/calendar)

**Closed Courses and Courses Requiring Permission**

**In-Person (face-to-face) Courses**

If an instructor approves a student’s request to be added to a closed/full face-to-face SPD course or a permission-required course (prior to the deadline for adding classes), the instructor must notify SPD to assign the student permission to enroll in the class. Permission notification will appear in the Message Center in the student’s SOLAR account. The permission will state an expiration date (generally 24-48 hours) by which the student must enroll.

**For Ten-Week SPD Online Courses:**

The ten-week SPD Online term is shorter than the traditional semester. Accordingly, there are different add/drop dates for online students. **Be certain to confirm dates/deadlines for SPD online classes,** which are published in each term’s **SPD Academic Calendar,** posted on the SPD website at:

[www.stonybrook.edu/spd/graduate/calendar](http://www.stonybrook.edu/spd/graduate/calendar)

**NOTE:** Instructors may **not** circumvent the Waitlist for online classes by granting permission to a student to add a closed/full online class. Should a seat become available, the student next on the Waitlist is automatically enrolled.

**Registering for Maximum Number of Credits**

Effective Fall 2014, twelve (12) credit hours per term/semester is the maximum credit load for SPD students. Matriculated students who have completed fewer than 24 credit hours are considered part-time if they enroll for 1-11 credits and full-time if they enroll for 12 credits. Once students have completed 24 credits, they are considered part-time if they enroll for 1-8 credits and full-time if they enroll for 9 or more credits.
Cancellation of Enrollment (Deletion of Courses)
Before the semester begins and through the published deadline to drop courses without tuition liability, students may cancel (delete) enrollment from their academic record via SOLAR.

Withdrawal from One Course or a Portion of a Semester's Registration
After the published drop deadline (see the online SPD Academic Calendar), students may withdraw from a course or courses until the published withdrawal deadline. (Online classes are subject to earlier deadlines to drop/withdraw and/or add.) See:
www.stonybrook.edu/spd/graduate/calendar

A “W” (withdrawal) will appear on the official academic record after the course title. Depending on the withdrawal date, a student may request a partial tuition refund in writing from the Office of Student Accounts. For more information refer to the Tuition and Fee Liability schedule on the Bursar’s website:
www.stonybrook.edu/bursar/withdrawals

After the published deadline to withdraw, students must submit an Academic Petition (petition) to SPD’s Committee on Academic Standing to request a waiver of the withdrawal deadline. An emailed statement from the course instructor supporting the withdrawal is required.

The academic petition is available at:
www.stonybrook.edu/spd/current/forms

Procedure for Withdrawal from All Courses
(Withdrawal from the University)
Until the published deadline (see the online SPD Academic Calendar), students may withdraw from all courses that comprise their enrollment/registration via their SOLAR account. Depending on the withdrawal date, students may request a partial tuition refund from the Office of Student Accounts. Refer to the Tuition Liability schedule for information, see:
www.stonybrook.edu/bursar/withdrawals

After the published deadline to withdraw, a student must submit a petition to the SPD Committee on Academic Standing to request a waiver of the withdrawal deadline. An emailed statement of support from each course instructor is required. The academic petition is available at:
www.stonybrook.edu/spd/current/forms

SOLAR
SOLAR terminals are available in the Student Services Lobby in the Administration Building and at the SINC site in the Melville Library, Rm. S-1460. Academic information, including class schedules, grades, courses in progress, prior course history, as well as student account information, are among options available on SOLAR:
www.stonybrook.edu/solarsystem

Registration in Non-SPD Graduate Courses
Students who wish to enroll in graduate courses offered by other academic departments within the University are advised to obtain appropriate departmental permission or confirm enrollment eligibility as an SPD student. Failure to obtain permission may result in de-registration from the course by the academic department offering the course.

Registration in Undergraduate Courses
No undergraduate courses (Stony Brook courses numbered 100-499) may be used to meet the course work requirements for any graduate degree, advanced graduate certificate or post-master’s certificate. However, undergraduate courses may be taken at the student’s discretion provided that any prerequisites are met and enrollment is open to all students. (Note: Matriculated students pay graduate tuition for undergraduate courses. Only Non-matriculated Graduate Students (GSPNM) pay tuition according to the course level.)

Registering for Repetitive Credit (Repeatable Courses)
Students should not register for a course with the same number and title as one they have previously taken, unless the description clearly states that it may be taken for repetitive credit, or if it is a special topics course whose subtitle is different each time it is taken. Example: CEI 565, Music in Society: Topic: Hawaiian Music/Dance: Hula & Oli, or CEI 565, Music in Society: Topic: History of Jazz.

Graduate students may repeat courses, however, with the exception of certain courses that may be taken more than once for credit (such as special topics courses), credits will be counted toward the degree or certificate one (1) time. Only the most recent grade of the repeated course will be used to calculate the GPA for probation or graduation purposes.

A maximum of six (6) credits of any independent study, directed readings, research courses and special topics courses may be counted toward an SPD master’s degree.
The limit for advanced graduate certificates is three (3) credits.

For teachers, only: A student may complete more than six (6) credits of a special topics course and have the credits count toward meeting New York State Education Department (NYSED) teacher certification requirements, however, a maximum of six (6) credits will count toward a master’s degree.

A student who fails a course may repeat it. A passing grade in the repeated course will not eliminate the original failing grade on the student’s transcript. Both will be included in calculating the cumulative grade point average (GPA) on the official graduate record/transcript.

Exception: SPD students may elect to retake one (1) course for which a failing grade (F) was earned. Students who earn a passing grade in the repeated course may petition SPD’s Committee on Academic Standing to request a substitution of the passing grade for the failing grade in the calculation of the cumulative GPA. (The original failing grade remains on the transcript.) This one-time option may be exercised for one (1) failing grade.

Note: This option does not apply in those instances in which the failing grade has been issued as a penalty for academic dishonesty.

Registering for Graduate Courses as an Undergraduate

Advanced undergraduate students with a superior academic record (GPA 3.25 or better) must request permission to enroll in graduate courses, using the appropriate Permission form, SPD Permission for Undergraduate Students to Enroll in Graduate Courses available on the Registrar’s website, under Forms: www.stonybrook.edu/registrar

Permission is granted by SPD for SPD courses, only, on a space-available basis during Final Registration week. Students must present the signed form to the Office of Registrar to enroll for the course.

No undergraduate student may enroll for a total of more than six (6) graduate credits. Graduate courses taken while a student is an undergraduate remain part of the undergraduate record. Exception: undergraduates seeking graduate credit for graduate courses must be enrolled in a bachelor’s/master’s combined degree program or have been accepted for graduate study at Stony Brook during their senior year.

FINANCIAL INFORMATION

Financial Charges

SPD does not provide scholarships or other financial support to its students. All University fees and charges are to be paid in full or properly deferred by the billing due date indicated on the billing statement, which is electronically posted to the student’s SOLAR account. Paper bills are not mailed. Billing notifications are sent electronically to each student’s SOLAR account.

All published fees and charges are subject to change without prior notice. The Time Option Payment Plan (TOPP) offers students the option of paying in installments. Questions regarding any and all financial matters should be directed to the Office of Student Accounts, 631.632.2455 or visit their website: www.stonybrook.edu/bursar

Financial Liability

Students may access their SOLAR account to register (enroll), de-register/withdraw/drop (according to published deadlines), check financial aid and student account balances, and make credit card payments, along with many other actions.

Students who elect to put themselves on automatic waitlists are financially responsible for any tuition and fee charges that result from registration/enrollment generated from the waitlists.

Students may cancel or withdraw through their SOLAR account during the add/drop period as specified on the SPD Academic Calendar and/or the Registrar’s Calendar for SPD: www.stonybrook.edu/spd/graduate/calendar

Students should consult the Bursar’s tuition and fee liability schedule available on the Bursar’s website before processing any enrollment transactions: www.stonybrook.edu/bursar

Students will be held financially liable for their enrollments unless they officially drop or withdraw themselves (via SOLAR) by the published deadline dates. Neither non-attendance, non-payment, nor instructor notification constitutes official cancellation or withdrawal from classes.

Outstanding Balances

Students with an outstanding balance on their account are not eligible to enroll in classes at the University. No student may receive a degree, certificate of completion or transcript until all charges due the University or any of its related
divisions are paid in full. Delinquent accounts may be transferred to private collection agencies or the New York State Attorney General's Office for collection, and are subject to additional fees/fines and interest from the collection agency.

Refund Policy
Students who officially withdraw from the University or reduce the number of credits for which they are registered may be entitled to a prorated refund of paid tuition or a prorated adjustment of tuition charges billed based on the Bursar’s tuition liability schedule. Fee charges billed will not be removed or refunded after the first week of classes.

All refund requests must be in writing to the Office of the Bursar. Refund information is available on the Bursar’s website: www.stonybrook.edu/bursar

Withdrawals
A student withdrawing from class after the deadline to withdraw without tuition liability shall be responsible for payment of tuition and all fees in accordance with the Tuition Liability schedule. Refund information is available on the Bursar’s website: www.stonybrook.edu/bursar

Dismissals
A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for the term according to the Tuition and Fee Refund Schedule.

www.stonybrook.edu/bursar

Financial Aid Implications
Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of Federal financial aid a student has earned as of the date in which the student’s withdrawal is processed by the Office of Records. For more information go to: www.stonybrook.edu/finaid

IMPORTANT: Please consult with an advisor in the Office of Financial Aid, 631.632.6840, before you officially change your enrollment status or withdraw from the University, as your financial aid may be impacted by any status changes.

Application Fees
All degree and certificate program application fees, including the Non-matriculated Graduate Student (GSPNM) application fee, are paid directly to SPD and are non-refundable, whether or not a student is offered admission or enrolls in classes. Fees are subject to change without notice.

Matriculated Student Application
The non-refundable application fee for all credit-bearing degree and/or certificate programs is $100, payable at the time an applicant submits an application for admission to a master’s degree, advanced graduate certificate, or post-master’s certificate program.

Non-Matriculated Graduate Student (GSPNM) Application
The non-refundable application fee is $90 for students applying for GSPNM status. A new GSPNM application and fee are required only when more than three (3) full terms/semesters (Spring and Fall) lapse between enrollments.

Enrollment Fees
The University collects various enrollment fees (e.g., college fee, technology fee, etc.) in addition to tuition. A complete breakdown of enrollment fees is listed on the Bursar’s website. Fees are non-refundable (unless the student withdraws during the first week of classes). Fees and charges are subject to change without notice.

Students should refer to the Bursar and Student Accounts web page at www.stonybrook.edu/bursar or call the Office of Student Accounts at 631.632.2455.

Fee Waivers
SPD students studying off-campus or online for the full term/semester may be eligible for a waiver of certain fees. Visit the Bursar’s website at www.stonybrook.edu/bursar

Graduate Tuition
A matriculated graduate student is charged graduate tuition for all courses in which he or she is enrolled, regardless of course level and regardless of whether any course is to be included in his or her degree program. This means a matriculated graduate student must pay undergraduate tuition for undergraduate courses will not be approved by SPD or the Office of the Registrar.

A non-matriculated graduate student (GSPNM) is charged tuition at the rate applicable to each course by course level, i.e., undergraduate courses, undergraduate tuition; graduate courses, graduate tuition.

Tuition rates are published on the Bursar’s website: www.stonybrook.edu/bursar
New York State Residency
Students interested in establishing New York State residency for tuition purposes, only, must contact the Office of Student Accounts prior to the start of the term/semester for which student wishes to be considered a New York State resident.

For more information, call 631.632.2455 or go to www.stonybrook.edu/bursar

Gainful Disclosure Information
The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. At the School of Professional Development, this categorization includes graduate certificate programs only. Prospective students can find detailed information on each program on the eligible programs on the SPD Website at www.stonybrook.edu/spd/ge.html

Lifetime Learning Tax Credit
College juniors and seniors, graduate and professional degree students, and returning adult students may be eligible for the Lifetime Learning Tax Credit. The benefit amount is 20% of up to $5,000 in tuition and fees, providing a maximum credit of $1,000.

Students are advised to discuss this option with their accountant, tax advisor or the IRS to see how they may be affected.

GRADES
Grading System
Graduate students are graded using the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Neither “D,” nor “P/NC” (Pass/No Credit), nor “R” (pending completion of second semester of a year-long course) are approved grades for graduate students. However, the following marks may be assigned at the end of the term/semester, if appropriate:

I (Incomplete): This is an interim grade occasionally given by instructors to allow a student extra time to complete course requirements after the end of the term. Students are not automatically entitled to this privilege. Incompletes are usually granted only upon evidence that good cause (serious, protracted illness, for example) prevented completion of course requirements. The granting of Incompletes must be approved by the instructor before the end of the term.

NOTE: “I”/Incomplete grades are rarely granted to students taking SPD online courses, as required Discussion Board postings/participation are time-sensitive and may not be “made up”, that is, completed at a future date.

The grade of “I”/Incomplete must be resolved by the deadline published each term in the online SPD Academic Calendar or the deadline set by the instructor, whichever comes first. In granting a grade of “I”/Incomplete, the instructor signifies a willingness to receive student work after the class has ended and to assign grades within deadlines. If a student receives an “I”/Incomplete and does not complete the work necessary to remove it by the published deadline for SPD students (unless the instructor has stipulated an earlier deadline) the “I” will automatically convert to an “I/F” (Lapsed Incomplete). The “F” is then calculated into the student’s overall GPA.

NR (No Record): An instructor may assign a mark of “NR” to students who have never attended/participated in the course in any way. An “NR” report is not to be interpreted as a grade, but only as an indication of a state of affairs that requires prompt resolution, such as the assignment of a “W”/Withdrawal, via SPD’s Academic Petition process. It is the student’s
responsibility to resolve the problem. “NR” grades are not computed in the GPA.

NOTE: Students are ineligible for graduation unless all grades of “I”/Incomplete, “NR” (No Record), and unreported grades are rectified prior to clearance for graduation, whether or not the course is being used to complete diploma (degree/certificate) requirements.

S (Satisfactory): Indicates passing work in those courses so designated by a department, where the normal mode of evaluation is impractical. These courses include student teaching practica; and administrative internships. This grade does not affect cumulative GPA.

U (Unsatisfactory): Indicates unsatisfactory work in those courses so designated by a department, where the normal mode of evaluation is impractical. These courses include student teaching practica; and administrative internships. This grade does not affect cumulative GPA.

W (Withdrawal): Indicates Withdrawal (“W”) from a course after the published deadline to drop courses; it carries no further academic implication. Dates affecting the assignment of a Withdrawal/”W” are published in the online SPD Academic Calendar each term.

**Change of Grade**

Grades appearing on a student’s academic record may **not** be changed after one calendar year from the term in which the grade was incurred.

Faculty legislation prohibits final grade changes on the basis of work completed after the official end of the course.

A final grade appearing on a student’s academic record at the time of graduation may not be changed to any other grade subsequent to the graduation date.

The following must be approved by the SPD Committee on Academic Standing via submission of an Academic Petition (petition) to SPD: attempt to change an I/F (Lapsed Incomplete) to a letter grade. Petitions must be submitted **no later than one (1) calendar year from the term in which the student was enrolled** and must be accompanied by instructor agreement to accept missing or late course work for grading purposes.

Provided the instructor agrees to accept missing or late course work for grading purposes and the student’s petition is approved, missing/late course work must be submitted to the instructor **within 15 days from the petition approval date.** If the missing/late course work is not submitted within 15 days, the petition is automatically revoked and the original I/F grade stands.

**Grade Issue**

Grading is a University faculty member’s prerogative as set forth in mandates from the University Senate. The quality of the student’s work and resultant grade lies totally within the purview of the faculty member/instructor of record.

To address any grading issue, the student should first attempt direct resolution with the faculty member/instructor of the course. If resolution is not reached, the student may submit a written grievance to the Graduate Program Director or Chairperson of the Academic Department in which the faculty member resides for consideration by the departmental grievance and appeals committee.

**GRIEVANCE PROCEDURES**

Resolution of a complaint about alleged unfair or improper treatment involving a course or departmental policy/practice should first be attempted with the faculty member or administrator directly concerned. If the problem is not resolved, student is advised to submit a written grievance to the instructor’s department head (chairperson or program director) for consideration by that department’s grievance and appeals committee (as specified in Graduate School policy).

An appeal of a departmental decision or a problem that cannot be resolved at the departmental level may be submitted in writing to the Dean of the School of Professional Development for consideration by the SPD Committee on Academic Standing, which reports its recommendation to the Dean.

**Transcripts and Reporting of Grades**

Grades are accessible online via SOLAR as soon as they are posted after the official end of term. To view grades and an unofficial transcript, visit SOLAR.

Students may also order official transcripts from the Office of the Registrar via their SOLAR account. SPD DOES NOT ISSUE TRANSCRIPTS.

University policy does not allow staff to give grades over the telephone.
GRADUATION

Students are eligible for graduation when they have met the published requirements for a degree and/or certificate. To qualify for graduation in any term/semester, students must have all academic requirements completed by the last day of that term.

Graduation Application

Submission of a graduation application to SPD is mandatory whether or not the graduating student plans to attend University Commencement or departmental convocation.

For more details and information, please visit our website at: www.stonybrook.edu/spd/current/graduation

Commencement Ceremonies

There are two University-wide commencement ceremonies each year, one in May and one in December. Candidates completing their degree program in May or August may participate/walk in the May ceremony. Candidates completing their degree program in December or the Winter Session may participate/walk in the December ceremony.

PROGRAM REQUIREMENTS

Student should review, print and save all program requirements prior to admission. This information is available on the SPD Website at the following URLs.

Master's Degree Programs

- Master of Arts in Higher Education Administration www.stonybrook.edu/spd/hea
- Master of Arts in Liberal Studies www.stonybrook.edu/spd/graduate/mals.html
- Master of Arts in Teaching, English www.stonybrook.edu/spd/graduate/matenglish.html
- Master of Arts in Teaching, Foreign Languages www.stonybrook.edu/spd/graduate/matfl.html
- Master of Arts in Teaching, Mathematics www.stonybrook.edu/spd/graduate/matmath.html
- Master of Arts in Teaching, Science www.stonybrook.edu/spd/graduate/matscience.html
- Master of Arts in Teaching, Social Studies www.stonybrook.edu/spd/graduate/matts.html
- Master of Professional Studies, Environmental Management concentration www.stonybrook.edu/spd/graduate/mps_em.html
- Master of Science in Human Resource Management www.stonybrook.edu/spd/hrm

Post-Master's Certificate Programs

- Educational Leadership www.stonybrook.edu/spd/edleadership/
- School District Business Leadership www.stonybrook.edu/spd/edleadership/

Advanced Graduate Certificate Programs

- Coaching www.stonybrook.edu/spd/graduate/coaching.html
- Educational Computing www.stonybrook.edu/spd/graduate/edcomputing.html
- Environmental Management www.stonybrook.edu/spd/graduate/environmental.html
- Higher Education Administration www.stonybrook.edu/spd/hea
- Industrial Management www.stonybrook.edu/spd/graduate/industrial.html
- Information Systems Management www.stonybrook.edu/spd/graduate/ism.html
- Operations Research www.stonybrook.edu/spd/graduate/operations.html