Academic Policies and Regulations
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Students are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, requirements, and deadlines as described in official publications including this Bulletin, the Student Handbook, and online Class Schedule. The information in this section applies to students in undergraduate programs on the West Campus (College of Arts and Sciences, College of Business, College of Engineering and Applied Sciences, and Marine Sciences Research Center) and to those planning to apply to programs in the Health Sciences Center.

The SOLAR System

Stony Brook’s student online access system, the SOLAR System, at http://www.stonybrook.edu/solarsystem, provides students with access to course information, semester class schedules, class registration, unofficial transcripts, financial aid, billing and payment information, as well as links to other important sites such as academic calendars. Access is through the student’s Stony Brook ID and password.

SOLAR System Messaging

When students log onto the site, they can also access messages sent through the University’s messaging system, by which students are notified of important information specific to their own registration, record, or financial account. Messages may include important registration information, such as: the student has been enrolled into a class from the automatic waitlist, a class has been cancelled, or the student has been given permission to register for a course. Students should log onto their SOLAR System pages frequently for important updates, especially during registration periods and at the beginning of classes.

Students may also maintain personal information, such as an e-mail address through the site. Students are encouraged to maintain a current, active e-mail address to ensure receiving communications from University offices and departments.

Registration for Classes

Students should register for classes as soon as they are eligible to do so. With the assistance of an academic advisor, each student selects a group of courses. The student must register for classes each semester in accordance with instructions issued by the Registrar’s Office and the online Class Schedule as a prerequisite to class attendance. It is the student’s responsibility to see that the program conforms with academic regulations and meets degree requirements.

Before registering for the first time at the University, all new students participate in an orientation, which includes an academic advising program. During orientation, students receive academic information and advice from faculty members, professional advisors, and student orientation leaders. Incoming transfer students attend sessions at which they discuss the applicability of their previous coursework to Stony Brook’s graduation requirements, including their planned major department. At orientation, students register for the coming semester.

Continuing students register each semester through the SOLAR System at http://www.stonybrook.edu/solarsystem, or in person at the Registrar’s Office. Advance registration begins in November for the following spring and in April for the following fall. All continuing students should advance register. Final registration takes place during the week before and through the first ten days of classes. Full-time students may enroll for up to 19 credit hours each semester.

Each continuing student is assigned an enrollment appointment on the basis of class standing and cumulative credits, including in-progress credits, so, for instance, seniors with a greater number of credits are assigned an earlier enrollment appointment than seniors with fewer credits. Students begin to register at the time of their enrollment appointment and may register anytime thereafter during the open enrollment period. Enrollment appointments may be viewed by logging onto the SOLAR System. Registration instructions can be accessed at http://www.stonybrook.edu/registrar.

After registering, students are billed and payment is due on the date indicated on the bill. Payment may be made through the SOLAR System, which also provides information to students on their individual accounts and financial aid.

Note: Nonpayment of tuition by registered students does not constitute official withdrawal from the University. Students must officially withdraw in person through the Academic and Pre-Professional Advising Center, the Engineering and Applied Sciences Undergraduate Student Office, or in writing through the Registrar’s Office to avoid financial liability.

Late Registration

Students who have not registered prior to the start of classes are considered to be registering late and are assessed a late registration fee. See the fee information in the Financial Information chapter for full details. The late registration period corresponds to the add/drop period. See the “Add/Drop Period” entry below for additional information on registering for courses after the start of classes.

Add/Drop Period

The add/drop period begins on the first day of classes and ends at the close of business on the tenth day of the semester. Many courses require students to have permission to register after the course has closed or after the start of classes. Permission requirements for individual courses are noted in the online Class Schedule. See the section “Closed Courses and Courses Requiring Permission” below.

Students may drop most courses through the SOLAR System. Some courses require permission to drop; these are noted in the online Class Schedule. In addition, some freshman-level courses in mathematics, chemistry, and physics have an extended add/drop period, usually after students have been notified of the results of the first exam, which allows students to drop to a less advanced level course.

See the entries “Course Load and Course Withdrawal” and “Withdrawal from the University” later in this chapter for more information on dropping and withdrawing from individual courses and withdrawing from all courses (withdrawing from the University).

After the tenth day of classes, students may only add a course following procedures, established by the appropriate faculty Committee on Academic Standing and Appeals (CASA), for petitioning for an exception to the deadline, described in “Petitioning for Exceptions” later in this chapter. Students may drop a course after the first ten class days, but full-time students (those registered for 12 or more credits) must maintain at least 12 registered credits. A “W” (withdrawal) will
be recorded on the transcript. (See “Course Load and Course Withdrawal” below.) Students granted permission to make changes in registration after deadlines stated in the academic calendar will be assessed a fee.

Closed Courses and Courses Requiring Permission

When courses require permission or if a course is closed, students must contact the instructor or the department to request that their name and ID be added to the SOLAR system permission list for that course. Once the permission has been approved and processed, students will receive a message with the registration information on the SOLAR System and must register themselves through the SOLAR System.

When a course is closed, departments may offer the option to place a student on their manual waitlist; for certain classes, the student may use an automated waitlist. Students should consult the department office for information about their waitlist policy. Courses that offer the automated waitlist option are noted in the online Class Schedule; students wishing to register for these courses must add themselves to the waitlist for the class using the SOLAR System.

First-Week Attendance

Students are expected to attend all classes from the first day of the semester on, including those for which they are on a waitlist. Those who, during the first five days of the semester, do not attend a class for which they are registered risk losing their right to remain in the course. A faculty member has the prerogative of de-registering students not in attendance, particularly if others are seeking to add the course. To avoid an NR (No Record) on the transcript, students must take responsibility for dropping a course through the SOLAR System or in person at the Registrar’s Office before the end of the ninth week of classes.

Full-Time/Part-Time Status

Full-time enrollment status is an eligibility requirement for most forms of financial aid, health insurance coverage, and intercollegiate athletics, and provides priority status for on-campus housing. Full-time or part-time status is determined on the basis of the number of credits for which a student is enrolled after the tenth day of classes each semester. Students registered for 1 to 11 credits are considered part-time; those registered for 12 or more credits, full time. Students are responsible for determining the implications of changing their enrollment status.

Course Load and Course Withdrawal

Full-time matriculated students—that is, those students who seek to earn a degree from the University—normally register for 12 to 19 credit hours per semester. Requests for permission to register for more than 19 credits must be submitted to the appropriate Committee on Academic Standing and Appeals.

After the tenth class day in the semester through the ninth week, a full-time student may withdraw from a course providing that full-time status (a minimum of 12 registered credits) is maintained. A mark of “W” will appear on the transcript indicating withdrawal. Part-time students may withdraw from a course and will receive a mark of “W.”

After the tenth class day, full-time students who wish to drop one or more classes and thereby carry fewer than 12 credits (an “underload”) must petition the appropriate Committee on Academic Standing and Appeals. Approval for an underload, granted for the current semester, is allowed only in emergency situations. Before requesting an underload, the student should determine the consequences of dropping below 12 credits for scholarships, loans, and intercollegiate athletic eligibility. Students with approved underloads will be charged at the full-time tuition rate. Students who have chronic difficulties that make full-time study inappropriate should only register for 11 or fewer credits (part-time status).

After the ninth week of classes, a student who wishes to withdraw from a course may do so by withdrawing from the University.

Students officially withdraw from a course by dropping it via the SOLAR System or in person at the Registrar’s Office. Students withdrawing from all their courses (withdrawing from the University) may do so in writing or in person at the Registrar’s Office.

Notes:
1. Non-attendance or notification of the instructor alone does not constitute official withdrawal.
2. Citizens of other countries who are in the U.S. on an F-1 or J-1 visa must register for at least 12 credits each semester unless formal approval to do otherwise has been obtained from International Services. International students holding other visas should consult International Services.

Final Examinations

The academic calendar provides five days each semester for a Final Examination Period. The last examination of the course, whether comprehensive or covering only a portion of the material, must be given during the Final Examination Period at the time designated for the course. Exceptions may only be granted by the dean of the faculty member's college for compelling academic reasons. Unit exams may only be given during the last week of the semester if a final examination is also given during the Final Examination Period.

University Graduation Requirements

All candidates for any of the bachelor's degrees conferred must satisfy all University graduation requirements as detailed in the Degree Requirements chapter in this Bulletin.

Liberal Arts and Sciences Requirements

State education guidelines require students to complete a minimum number of credits in the liberal arts and sciences. Stony Brook degree requirements are structured so that students satisfy this requirement by completing the other requirements for the degree.

Bachelor of Arts degree: Completion of at least 90 credits in liberal arts and sciences courses.

Bachelor of Science degree: Completion of at least 60 credits in liberal arts and sciences courses.

Bachelor of Engineering degree: Completion of at least 30 credits in liberal arts and sciences courses.

Non-liberal arts and sciences courses are detailed in the “Limits on Course Credits and Grading Options” section of this chapter.
Grading and the Grading System

Either a letter grade or status report is assigned each semester for every course for which a student is registered after the second week of classes.

The term “letter grade” refers to A through F and in certain circumstances to S grades.

All courses used to meet Diversified Education Curriculum requirements and courses used to meet major requirements, including, in engineering majors, the technical electives, must be taken for a letter grade. Students should consult the “Requirements for the Major” section of their major for any exceptions to this policy.

Final grades appearing on a student’s academic record cannot be changed after one calendar year from the start of the term in which the grade was assigned. Exceptions may be made if the instructor is on leave in the term following the one in which the grade is assigned or if the student is on leave because of disabling illness in that term. A final grade cannot be changed on the basis of work enabling illness in that term. A final grade cannot be changed after this policy.

A “Requirements for the Major” section of their major for any exceptions to this policy.

Grading System

The following provisions reflect the intent of this option, which is to encourage students to explore other and sometimes less familiar areas of study.

1. Courses graded P may not be used to satisfy D.E.C. or general education requirements.
2. At least 100 credits of the 120 credits required for the B.A. or B.S. or of the 128 credits required for the B.E. degree must be passed with a letter grade (A through D or S).
3. Election of the P/NC option is limited to the end of the ninth week of the semester as specified in the academic calendar at http://www.stonybrook.edu/registrar. After the date specified in the academic calendar, no changes either to or from the P/NC option may be made.
4. The P/NC option may be elected only once for a given course.
5. Full-time students (those registered for 12 or more credits) may not take more than eight credits per semester under the P/NC option. Part-time students (those registered for 11 or fewer credits) may not take more than four credits per semester under the P/NC option.
6. The Registrar does not communicate to the instructor of a course the names of students who elect the P/NC option.
7. Majors and minors in the College of Arts and Sciences, the College of Business, and the Marine Sciences Research Center have specific restrictions on the use of the P/NC option to satisfy their requirements. Refer to the specific major or minor requirements in the “Approved Majors, Minors, and Programs” chapter of this Bulletin for details.
8. Courses for which the grade of P is recorded are not considered among the minimum of 12 credits required for a student to be on the Dean’s List.
9. Students may not petition to change a course to letter-graded after the deadline for changing courses to or from the P/NC option has passed.

http://www.stonybrook.edu/ugbulletin
10. Certain courses may not be taken under the P/NC option, such as developmental courses, and are so noted in the Bulletin course descriptions. See also “Limits on Course Credits and Grading Options” later in this chapter.

No Record (NR)

Students are responsible either for completing the required work in or withdrawing from every course for which they have been registered. If an instructor finds that a student appears on the final grade roster for a course but has no record of that student’s ever having attended, the instructor will assign a report of NR (No Record). An NR may not be assigned for any other reason. If the student was actually in the class, the student must ask the instructor to correct the record by submitting a grade to replace the NR to the appropriate Committee on Academic Standing and Appeals. If the student was not actually in the class and receives a report of NR, the student must petition the appropriate Committee on Academic Standing and Appeals for a retroactive withdrawal from the course.

Grades of NR which have not been replaced by a final grade or by a W by the end of the ninth week of the fall semester (for spring NR grades) or by the end of the ninth week of the spring semester (for fall NR grades) will be converted to one of the following grades: N/F for letter-graded courses, N/U for courses graded A-C/U or S/U, or N/C for courses taken under the Pass/No Credit option. The grade of N/F will be treated as a failure for the purposes of academic standing and will be averaged as an F when the student's g.p.a. is computed.

Q Grade

A grade of Q is assigned to a student found guilty of academic dishonesty. The Q remains on the transcript and is computed in the g.p.a. as a grade of F. Students who have a single finding of dishonesty may have the Q replaced by a letter grade determined by the instructor after satisfactory completion of a non-credit seminar addressing issues of academic dishonesty unless the applicable academic judiciary committee determines otherwise. Rescinded Q grades may be reinstated if there is a new finding of academic dishonesty.

Registered (R)

Some courses, chiefly senior honors projects numbered 495-496, are designated year-long courses. The final grade and credits for the course are assigned only after completion of both semesters. Instructors submit a report of R (Registered) at the end of the first semester. A final grade and credits for the combined semesters’ work are recorded at the end of the second semester. An R will also be given in certain courses where the final grade will be delayed because the coursework was done at a location remote from the campus. For the purposes of academic standing an R is treated as if it were a P.

Satisfactory/Unsatisfactory (S/U)

Some courses are designated as S/U grading and students will not receive a letter grade (A through F) for them. Students may not elect to take such courses under the Pass/No Credit option. S/U grading is not calculated into the grade point average (g.p.a.). Courses with S/U grading are counted among the 100 credits required for the degree that must be taken for a letter grade. They also apply to the criteria for Dean’s List.

Withdrawal (W)

A mark of W is recorded when the student withdraws from a course after the first ten days of classes. The W is used to indicate that the student withdrew after the end of the add/drop period. The W is not calculated into the grade point average (g.p.a.).

Semester Grade Reports

Grade reports are prepared shortly after the conclusion of each semester and are accessible through the SOLAR System. Note: Although credit for repeated courses is included in the total semester credits, only credit for approved repeated courses will ultimately count toward graduation. See the entries “Retaking Courses” and “Repeatable Courses” later in this chapter for more information.

Grade Point Average (g.p.a.)

For the purpose of determining grade point average, grades are assigned point values as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Course Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>x 3</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>x 3</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>x 3</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>x 3</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>x 3</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>x 3</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>x 3</td>
</tr>
</tbody>
</table>

Total

16
33.99

Next, calculate the g.p.a. by dividing the total Quality Points by the total number of Credits Attempted (including F grades).

33.99 / 16 = 2.12
Semester g.p.a. = 2.12

The following grade reports are not calculated into the g.p.a.: F, NC, N/C, NR, R, S, U, W

Grades for courses transferred from other institutions do not affect the grade point average. Grades earned in developmental courses are not calculated in the cumulative g.p.a. Following is an example of a grade point average calculated for one semester:

Class Standing

A student’s class standing is based on the number of credits earned before the beginning of each semester, as follows:

U1 Freshman 0-23 credits
U2 Sophomore 24-56 credits
U3 Junior 57-84 credits
U4 Senior 85 credits or more
Academic Standing, Support, and Retention

All students are required to maintain a minimum cumulative grade point average of 2.00 to remain in good academic standing.

Academic standing is reviewed at the end of each semester.

Stony Brook is committed to helping students who are at risk academically. The following retention system is designed to identify and provide academic support for these students.

Academic Notice

Students who are in good academic standing but whose semester g.p.a. falls below 2.00 will receive a letter of notice and will be encouraged to contact an academic advisor.

Academic Warning

First-semester students

First-semester students whose g.p.a. is below 2.00 will receive a letter of warning and will be required to contact an academic advisor who must approve the student’s schedule for the following semester. Students who fail to consult an academic advisor will be blocked from making changes to their schedules.

Continuing Students

Continuing students in good academic standing whose semester g.p.a. is below 2.00 for two consecutive semesters will receive a letter of warning and will be required to contact an academic advisor who must approve the student’s schedule for the following semester. Students who fail to consult an academic advisor will be blocked from making changes to their schedules.

Probation

Students whose cumulative g.p.a. falls below 2.00 will be placed on probation and will be required to contact an academic advisor who must approve the student’s schedule for the following semester. Students who fail to consult an academic advisor or who fail to register for the approved schedule will be blocked from making changes to their schedules. Students who are validly registered at Stony Brook and whose current academic standing remark is “academic probation” are considered to be in good standing for purposes of enrollment certification and participation in athletic and other co-curricular activities.

Suspension

Students on probation who fail to achieve good academic standing the following semester will be suspended. Students may petition for reinstatement by completing a petition form and submitting it to the appropriate Committee on Academic Standing and Appeals.

First Reinstatement

Students who have been suspended and have had their petition for reinstatement approved will have their reinstatement noted on their academic records. Reinstated students may be asked to sign a contract agreeing to conditions for reinstatement.

Second Reinstatement

Students who fail to achieve good standing in the semester following their reinstatement will have this noted and will be required to contact an academic advisor who must approve the student’s schedule for the following semester. Students who fail to consult an academic advisor or who fail to register for the approved schedule will be deregistered.

Dismissal

All reinstated students remain on probation. Conditions may be attached to the student’s reinstatement. Students who fail to meet the conditions for reinstatement or who fail to achieve a 2.00 cumulative g.p.a. within two semesters of reinstatement will be dismissed from the University.

Undergraduate Course and Curricular Numbering System

100-199 Introductory courses; appropriate for and generally taken by freshmen.

200-299 Intermediate courses; appropriate for and generally taken by sophomores.

300-399 Upper-division courses; appropriate for and generally taken by juniors and seniors.

400-499 Upper-division major courses, seminars, directed readings and research, and teaching practice; appropriate for and generally taken by juniors and seniors. A few 400-level courses for seniors only are so noted.

Courses with hyphenated numbers (e.g., HIS 495-496) are year-long courses. Students will not be awarded credit for either course unless they complete both semesters.

Renumbered Courses

The notation (“formerly ABC ###”) after a course number and title indicates that the course designator or number has been changed. Courses renumbered from lower-division (100-200) to upper-division (300-400) level may not be used retroactively to satisfy the 39 upper-division credit requirement of the University unless specifically noted in the course description.

The newly renumbered or designated courses may not be repeated for credit.

http://www.stonybrook.edu/ugbulletin
Enrichment Courses

These courses are restricted to specific groups of students. AIM 102 and 104 are open to students in the EOP/AIM program only. FYS 101 and SBU 101, one-credit courses for first-semester freshmen and transfer students, introduce students to the Stony Brook academic environment. See the descriptions of each of these courses in the Course Descriptions chapter of this Bulletin.

Multiple Registrations for the Same Course

Repeatable Courses

Certain courses note in their descriptions that they “may be repeated once” or “may be repeated as the topic changes.” Students may repeat such courses within those restrictions and receive credit each time. All grades for such repeatable courses are computed in the student’s grade point average. Only courses stating in the description that they may repeated may be taken more than once for credit.

Retaking Courses

If a course is not designated as repeatable, it may be taken (at most) twice. Students are considered to have taken a course if they remain in the course past the add/drop deadline, regardless of the grade assigned in the course (passing, failing, incomplete, or withdrawal). Credits for retaken courses will count once toward cumulative credits, but will count each time toward semester load. Each grade received in the course will be averaged into the cumulative grade point average. A student who wishes to take a course more than twice must submit a petition for approval by the academic standing committee of the student’s college and for endorsement by the department offering the course.

Mutually Exclusive Courses

Mutually exclusive courses are courses whose content is so similar that students who have taken one will be repeating the material if they take the other. Such courses are identified in their Undergraduate Bulletin descriptions with the notation “not for credit in addition to ABC ###.” Students risk losing both credits and grade in the second of two courses that are designated mutually exclusive.

Crosslisted Courses

Crosslisted courses are courses offered under the auspices of two or more departments and are identified by the notation “This course is offered as both ABC ### and XYZ ###” in the Undergraduate Bulletin and the course catalog in the SOLAR System, and by the notation “Crosslisted with ABC ###” in the Class Schedule. Crosslisted courses may also be indicated with a slash, such as AFH/PHI 379 or HIS 334/WST 336. The title, course description, prerequisite(s), and credit hours for crosslisted courses are identical. A crosslisted course is taught by the same instructor and meets in the same location and at the same time as the course with which it is crosslisted. Students may register under either designator but may not repeat the course by enrolling a second time under the other designator.

Coscheduled Courses

Coscheduled courses are upper-division undergraduate courses that are taught at the same time and in the same location as graduate courses. The undergraduate and graduate versions of the course must have separate requirements as described in the syllabi for the courses and separate grading policies for undergraduate and graduate students.

Auditing

Auditing refers to the practice of attending a course for informational instruction only. The privilege of auditing courses is limited to matriculated students and senior citizens. Matriculated students who wish to audit a course must first obtain permission from the instructor. Senior citizens must arrange to audit courses through the School of Professional Development. An auditor does not receive academic credit for the course, nor does the University maintain any record of the auditor’s attendance in the course.

Individual instructors may establish policies for auditors in their courses. In general, auditors are expected to refrain from participating in class discussions and from turning in or asking for grading of homework, term papers, or examinations. After the end of the add/drop period, the student may not change status in a course from auditor to registered.

Course Prerequisites

Students should meet the prerequisites to a course before taking the course. Prerequisites indicate through specific coursework the type of knowledge, the level of academic maturity, or the acceptance to a specific program that a student should have achieved before taking a course. Completion of the prerequisites may be in progress at the time the student advance registers for the following semester. Faculty members have the option to de-register, within the first week of classes, any student not meeting the prerequisites to a course. In addition, some courses enforce prerequisites at the time of registration. Students who believe they have satisfied the prerequisites to a course through transfer work or through other study or experience should seek permission of the instructor before registering. Permission of the instructor supercedes stated prerequisites. Certain courses may be taken only with the permission of the instructor or of the department; this is listed as a prerequisite to the course.

Advisory prerequisites indicate the type of knowledge a student should have in order to do better in a course than would be expected without that knowledge. Students electing to take a course without satisfying the advisory prerequisite should expect to have to work harder and not do as well as students who have completed the advisory prerequisite.

Spring 2006: updates since Spring 2005 are in red
Limits on Course Credits and Grading Options

There are limits on the number of credits from certain courses that can be applied toward the 120 required for the B.A. or B.S. degree, or the 128 required for the B.E. degree. Listed below are the maximum numbers of credits that can be applied toward the total number of credits required for a degree:

- Independent study: 30 credits
- Internships: 12 credits
- Activity-related courses: 9 credits
- Undergraduate teaching practica: 6 credits

Maximum numbers of credits that can be earned in non-liberal arts and sciences courses:
- B.A. candidates: 30 credits
- B.S. candidates: 60 credits
- B.E. candidates: 90 credits

The following courses are non-liberal arts and sciences courses:
- ARS 154
- BUS 210, 214, 348
- MUS individual instrument or voice instruction courses
- Student teaching courses numbered 449, 450, 451, 452, and 454
- THR 244, 295, 296, 301-307, 340
- BME, CME, ESE, ESG, ESM, and MEC courses
- HAD, HAN, HAS, HRA, HBM, HDH, HDO, HDP, HNI courses
- HWC fieldwork courses

Credits by approved examinations: 30 credits

Approved examination programs are:
- Advanced Placement examinations
- College Level Examination Program subject examinations
- Regents College examinations
- Stony Brook Challenge examination

Graduate courses: 6 credits

Developmental courses: 0 credits

Repeated courses: 0 credits

Courses are not repeatable unless specifically noted as repeatable in the Undergraduate Bulletin course description. See the entries “Retaking Courses” and “Repeatable Courses” earlier in this chapter for more information.

Restrictions on Credits Earned with a Grade of P

Students must complete at least 100 credits of the 120 required for the B.A. or B.S. or of the 128 credits required for the B.E. degree with a letter grade. In addition, courses taken under the Pass/No Credit option will not satisfy D.E.C. or general education requirements.

Minimal Undergraduate Student Responsibilities

By accepting responsibility for their education, students enhance the development of their academic, social, and career goals. It is expected that students accept responsibility for their academic choices as part of their educational experience at Stony Brook. Services are available to assist students with academic advising, long-range goals, and career exploration.

Students are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, requirements, and deadlines as described in official publications, including, by way of example only, this Undergraduate Bulletin, the University Conduct Code, the Student Handbook, and class schedules.

Responsibilities in the Classroom

Students are expected to:

- Attend class regularly unless other arrangements are made;
- Arrive for class on time and leave the classroom only at the end of class;
- Engage in class discussions and activities when appropriate;
- Exhibit classroom behavior that is not disruptive of the learning environment;
- Secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic device during an examination may lead to an accusation of academic dishonesty.

Course Responsibilities

Students are expected to:

- Observe the requirements for the course and consult with the instructor if prerequisites are lacking;
- Obtain and understand the course syllabus;
- Keep up with the coursework and take all scheduled examinations;
- Address any conflicts in syllabus and exam scheduling with the instructor as soon as possible;
- Review all graded material and seek help if necessary;
- Notify the instructor as soon as possible of any disabilities that might interfere with completion of course work;
- Complete the course evaluation form fairly and thoughtfully.

Academic Progress

Students are expected to take an active part in assessing their academic progress each semester, and to monitor their progress towards completion of graduation requirements. They are expected to:

- Review academic policies and procedures described in the current Undergraduate Bulletin and its Supplements;
- Know basic University, college, and departmental graduation requirements in their chosen majors and minors so they may plan completion of these requirements;
- Maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;
- See that any academic records from other universities are transferred and received by all the appropriate offices (Admissions and Undergraduate Transfer Office) for evaluation.

Interactions with Faculty, Instructors, and other Students

Students are expected to:

- Understand the concept of academic honesty and adhere to its principles;
- Be respectful and polite to all instructors and other students;
- Be familiar with and abide by the University’s sexual harassment policies as well as University policies regarding
A written syllabus that clearly defines the content, goals, and requirements of each course must be distributed at the beginning of the course, made readily available throughout the Add/Drop period, and kept on file in the department office. The syllabus should include the Provost’s Americans with Disabilities Act statement and information about examination dates and times, the policy on make-up exams, office hours, and the basis for the final grade.

Instructors are required to assign grades on the basis of the body of work for which all students are responsible, as described in the syllabus.

Instructors must conduct any teaching and course evaluation survey that has been approved by their departments, or by the College or University Senates. The results of class evaluations should be used in periodic reviews and revision, when appropriate, of the course.

**Assessment of Student Performance**

- Homework assignments, examinations, and term papers should be evaluated and returned promptly. Written comments, explaining the instructor’s criteria for evaluation and giving suggestions for improvement, should be provided.

- Instructors are responsible for providing students with appropriate and timely notification about their academic performance in a course. An examination or other assessment measure should be administered, graded, and returned to students before the end of the ninth week of classes.

- Examinations and term papers submitted at the end of the term should be graded and either returned to students or retained for one semester.

- Any change to the course grading policy during the semester must be announced and made available to all students enrolled in the course.

- Assigning additional work to individual students who wish to improve their grades, during or after the semester, is prohibited.

- Instructors must observe the Final Examination Schedule available at [http://www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar). Instructors of courses taught on the semester schedule may only give a unit exam in class during the last week of the semester if a final examination is also given during the Final Examination Period.

**Professional Conduct and Interaction with Students**

- Instructors must report all suspected occurrences of academic dishonesty to the Academic Judiciary Committee (for classes in the College of Arts and Sciences, College of Business, or Marine Sciences Research Center) or the Committee on Academic Standing and Appeals (for classes in the College of Engineering and Applied Sciences).

- Instructors should always be aware that in teaching and advising they represent the University. They are bound by the University’s sexual harassment policies. Instructors are also bound by University policies that prohibit any consensual relationships with students that might compromise the objectivity and integrity of the teacher-student relationship. Examples include romantic, sexual, or financial relationships.

- Instructors should strive to maintain the privacy and confidentiality of students’ examinations, homework, and final grades.

- In dealing with students, instructors should be polite, helpful, and fair. They should take into account the wide range of cultural factors and physical challenges that can affect learning, and should attempt to help students overcome any disadvantages.

**Committees on Academic Standing and Appeals (CASA)**

Undergraduate students whose declared major is in the College of Engineering and Applied Sciences (CEAS) should make requests in matters outlined below to the Committee on Academic Standing and Appeals of CEAS. Declared CEAS majors include applied mathematics and statistics, biomedical engineering, chemical and molecular engineering, computer engineering, computer science, electrical engineering, engineering science, information systems, mechanical engineering, and technological systems management. See also the entry “Petitioning for Exceptions” below.

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Instructors must adhere to the course descriptions in the Undergraduate Bulletin.

Prerequisites that are not stated in the Bulletin or the Supplement or the Class Schedule may not be imposed.

Instructors must meet their classes regularly and promptly, at times and places scheduled.

Classes should be canceled only for the most serious reasons, and students should be given advance notice, if at all possible, of instructors’ absences.

Instructors must schedule and maintain regular office hours to meet their students’ needs, minimally three hours per week, at times to suit the schedules of as many students as possible.

Office hours should be announced in class and posted outside instructors’ offices and in department offices.

Instructors should be available for appointments with students who are unable to meet with them during regularly scheduled office hours.

Instructors are responsible for careful supervision and classroom preparation of teaching assistants assigned to their courses.

The policy on electronic devices, described in the section Minimal Student Responsibilities, shall be announced before each course examination.

**Course Definition and Requirements**

- A written syllabus that clearly defines the content, goals, and requirements of each course must be distributed at the beginning of the course, made readily available throughout the Add/Drop period, and kept on file in the department office. The syllabus should include the Provost’s Americans with Disabilities Act statement and information about examination dates and times, the policy on make-up exams, office hours, and the basis for the final grade.

- Instructors are required to assign grades on the basis of the body of work for which all students are responsible, as described in the syllabus.

- Instructors must conduct any teaching and course evaluation survey that has been approved by their departments, or by the College or University Senates. The results of class evaluations should be used in periodic reviews and revision, when appropriate, of the course.

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Instructors of courses taught on the
All other students, including those who have not declared a major (indicated by GEN on the student’s record), and those who have declared an area of interest (e.g., pre-business GBS, pre-computer science GCS, pre-nursing GNS) should make requests in matters outlined below to the Committee on Academic Standing and Appeals of the College of Arts and Sciences. See also the entry “Petitioning for Exceptions” below.

Both committees operate under faculty legislation and consider exceptions to regulations pertaining to such matters as registration changes, course loads, and academic standing. The CEAS committee also deals with academic dishonesty and academic grievances. Note: Not all exceptions to regulations or deadlines are petitionable. Changing to or from the P/NC option after the deadline published in the academic calendar is not petitionable.

In exceptional circumstances, students may petition the appropriate Committee on Academic Standing and Appeals for permission to withdraw from a course after normal deadlines. Students who obtain permission to add or drop courses after the normal deadlines will be charged $20 for each program change form processed by the Registrar. Students who, because of extraordinary situations beyond their control, are granted permission to withdraw from all courses and who will not be in attendance during the semester are not charged a fee.

The Committee on Academic Standing and Appeals of the appropriate college considers all petitions for reinstatement in cases of academic suspension. (See the section “Academic Standing, Support, and Retention” earlier in this chapter.) Students who are granted reinstatement will be assessed a $50 processing fee.

Petitioning for Exceptions

Students are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, requirements, and deadlines as described in official publications including this Undergraduate Bulletin, the Student Handbook, and online class schedules.

Occasionally extraordinary circumstances necessitate that a student request an exception to an academic regulation or deadline. These may include exceptions to registration processing dates and exceptions to regulations on academic standing. Students must file a petition with the appropriate Committee on Academic Standing and Appeals. See the entry “Committees on Academic Standing and Appeals (CASA)” above. Note that changing to or from the P/NC option after the deadline published in the academic calendar is not petitionable.

Most petitions for exceptions must be accompanied by documentation demonstrating why the student was unable to comply with the regulation or deadline for which the student is requesting an exception. Ignorance of deadlines or regulations is insufficient cause to grant an exception.

Students with majors in the College of Engineering and Applied Sciences may obtain written information about academic regulations, guidelines, and procedures from the Engineering and Applied Sciences Undergraduate Student Office, where petitions are filed. All other students should consult the Academic and Pre-Professional Advising Center or, for EOP/AIM students, the Office of Special Programs, and file petitions with the Office of Undergraduate Academic Affairs.

Academic Dishonesty

Intellectual integrity is the cornerstone of all academic and scholarly work; therefore the University views any form of academic dishonesty with the utmost seriousness. Academic dishonesty can range from simple breach of class or University guidelines, such as having a cell phone in an exam, to very serious cases which may result in expulsion. The Academic Judiciary Committee for the College of Arts and Sciences, which also includes classes taught by the College of Business and the Marine Sciences Research Center, and the Committee on Academic Standing and Appeals of the College of Engineering and Applied Sciences are responsible for enforcing the guidelines for dealing with academic dishonesty in each college, and for the consideration of individual cases. The judiciary committee of each college has jurisdiction over all courses offered in that college. Either committee may inform pre-professional committees about any findings of academic dishonesty which, in its judgment, are of sufficient seriousness. It is the responsibility of all students to make themselves familiar with the University’s policies and procedures regarding academic dishonesty as well as any additional guidelines issued by instructors for specific classes.

The policies regarding academic dishonesty can be found on the Academic Judiciary Web site http://naples.cc.stonybrook.edu/CAS/ajc.nsf. All students found guilty of academic dishonesty are required to take the University’s course on academic integrity (the “Q Course”) and additional penalties including suspension or expulsion may also be levied. Information about the procedures for hearings and other functions of these committees dealing with academic dishonesty is available on the Web site referenced above, as well as in the Office of Undergraduate Academic Affairs and in the Engineering and Applied Sciences Undergraduate Student Office.

Scholarly and Scientific Misconduct

While most cases of academic dishonesty fall under the jurisdiction of the judiciary committees, students involved in allegations of scholarly or scientific misconduct as defined below are subject to the campus policy and procedure for investigating such allegations as filed in compliance with the requirements of the Public Health Service’s Office of Research Integrity.

Scholarly and scientific misconduct are defined as:

1. Fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results of scholarly activities; and
2. Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith. This definition is not meant to include actions involving honest error or honest differences in interpretations or judgments of data.

Academic Grievances

The Academic Judiciary Committee for the College of Arts and Sciences and the Committee on Academic Standing and Appeals in the College of Engineering and Applied Sciences consider students’
complaints of arbitrary, capricious, malicious, or otherwise improper actions related to grading and other evaluations, assignments, examinations, other requirements for credit, and any other academic matters. While such grievances are most often brought by students against instructors, the committees consider grievances involving any member of the academic community on the West Campus. The committees, however, cannot intervene in matters covered by the procedures set forth in the Policies of the Board of Trustees, the Rules for the Maintenance of Public Order, or the collective bargaining agreements between New York State and United University Professions (the faculty-staff union) or GSEU (the Graduate Student Employees Union).

The committees consider only charges of clearly improper academic practices; they will not intervene in disagreements about an instructor’s intellectual judgment (e.g., grading). Grievances should be brought to a committee only after students or others have unsuccessfully pursued other avenues of redress, such as discussion with the instructor and department chairperson. Grievances should be put in writing, including all pertinent details, and should be submitted to the appropriate committee within one month of the alleged impropriety. Further information about academic grievance procedures may be obtained from the Academic Judiciary Web site http://naples.cc.stonybrook.edu/CAS/ajc.nsf as well as from the Office of Undergraduate Academic Affairs or the Engineering and Applied Sciences Undergraduate Student Office.

**Degree Audit Report**

Available through the SOLAR System, at http://www.stonybrook.edu/solar, the Degree Audit Transcript provides an Advisement Report which evaluates and reports a student’s progress toward fulfilling degree requirements. The report is designed to be a helpful advisory tool and is not an official evaluation of a student’s progress.

**Selection of Area of Interest**

All newly admitted freshmen, except those accepted into majors with approved limited access, are placed in the GEN (general program) category. At orientation, incoming freshmen are encouraged but not required to declare one of several areas of interest for which an advisor’s signature is not required. These areas of interest are listed on the Major/Minor Declaration Form, which is used for officially declaring an area of interest, major, minor, secondary education option, addition of major or minor, and change of major or minor. The forms are available from the Registrar’s Office, the Academic and Pre-Professional Advising Center, and online at http://www.stonybrook.edu/registrar.

New freshmen who do not wish to declare an area of interest will remain in the GEN (general program) category. Those who have declared an area of interest may change to another area of interest.

By officially declaring an area of interest, the student indicates his or her preference, but it does not guarantee a place in any major that has limited acceptance.

**Academic Major**

All students are required to declare and complete the requirements of an academic major prior to receiving a degree.

Students are awarded a Bachelor of Arts (B.A.), a Bachelor of Science (B.S.), or a Bachelor of Engineering (B.E.) degree. Each academic major description states which degree is awarded. Students wishing to explore possible majors should review in this Bulletin the requirements and descriptions of the ones they are considering, then discuss their academic plans with an advisor in the department sponsoring the major, an advisor in the Academic and Pre-Professional Advising Center, or, for freshmen enrolled in a first-year seminar, their section instructor.

All majors offered include in their Bulletin entry a definition of the discipline and the goal of the major, as well as general information about careers pursued by students who have completed the major. The entry includes a list detailing the requirements for the major plus a suggested sequence of courses over eight semesters that includes major and general education requirements.

Major departmental programs consist of study concentrated in one of the academic departments of the College of Arts and Sciences, College of Business, College of Engineering and Applied Sciences, or the Marine Sciences Research Center, allowing students to explore in some depth the content, methods, and achievements of a given academic discipline. An interdisciplinary or interdepartmental major enables the student to investigate an area of interest that transcends the limits of individual academic departments by combining appropriate courses from two or more disciplines to create an integrated core of study directed toward a special goal.

All majors, minors, and programs offered through the College of Arts and Sciences, College of Business, College of Engineering and Applied Sciences, and Marine Sciences Research Center are described in detail with their requirements and appear in alphabetical order in the chapter “Approved Majors, Minors, and Programs.” The department chairperson, the undergraduate director, the administrative assistant or undergraduate secretary, the office location, phone number, e-mail address for student questions, and Web address are listed in the header to each major program entry. Finally, because Stony Brook offers many minors appropriate to students in various majors, minors of particular interest to students in each major are listed as well.

Students should declare a major, or area of interest, as soon as possible to receive academic advising and information provided by major departments and programs.

Most forms of financial aid also require that the student have an officially declared major in order to be considered for eligibility.

**Declaration and Change of Major: College of Arts and Sciences; Marine Sciences Research Center**

The Major/Minor Declaration Form, available in the Registrar’s Office and online at http://www.stonybrook.edu/registrar, is used to declare a major officially; the signature of a departmental advisor is required for all majors in the College of Arts and Sciences and Marine Sciences Research Center.

Students are required to declare a major upon earning 45 credits. New transfer students who matriculate as sophomores, juniors, or seniors must declare a major during their first semester at Stony Brook.
Academic departments advise students about the courses and majors(s) in their departments and sign students into the majors. The signed Major/Minor Declaration Form must be submitted to the Registrar’s Office for processing.

New transfer students who have indicated a major on their application for admission should confirm their major status in person with their chosen department or program early in their first semester at Stony Brook.

Students who have declared a specific major may change at any time before graduation. Students should discuss the change with an advisor in the desired program, obtain the appropriate signature on the Declaration of Major form, and submit the form to the Registrar’s Office for processing.

Declaration and Change of Major: College of Engineering and Applied Sciences; College of Business

All programs in the College of Engineering and Applied Sciences and the College of Business currently limit the number of students accepted. While acceptance criteria are based mainly on demonstrated scholastic ability, extraordinary personal circumstances, experiences, and academic background may also be considered in the evaluation process.

Qualified freshman and transfer applicants who have specified their interest in Applied Mathematics and Statistics, Biomedical Engineering, Chemical and Molecular Engineering, Computer Engineering, Computer Science, Electrical Engineering, Engineering Science, Information Systems, Mechanical Engineering, or Technological Systems Management may be accepted directly into one of these majors upon admission to the University. Admission to the University, however, does not guarantee either immediate or future acceptance into the major for which the student applied.

Requirements for acceptance of continuing students into a major are listed with each major. Transfer students are urged to contact the appropriate undergraduate program director as early as possible.

Students planning on a major in the College of Engineering and Applied Sciences should consult the Undergraduate Student Office in CEAS for advising on appropriate course selection. Students who pursue the business management major should contact the Office of Student Services in the College of Business for advisement.

Health Sciences Center Majors

Most majors in the Health Sciences Center undergraduate programs in the School of Nursing, School of Social Welfare, and School of Health Technology and Management are limited-admission, junior/senior level programs. Continuing and transfer students who wish to enter one of these programs must formally apply for admission after completing the appropriate course and credit requirements.

The School of Health Technology and Management offers three programs that students can declare as a major beginning in freshman year: clinical laboratory sciences, respiratory care, and health science. Students in these programs are advanced to the upper-division level after successful completion of program prerequisites.

Students interested in any of the undergraduate health professions are strongly encouraged to identify themselves by officially declaring an area of interest. Detailed information about the Health Sciences Center programs is listed in the Health Sciences Center chapter of this Bulletin.

When Major Requirements Change

When major requirements are changed, continuing students have the option of fulfilling the new requirements or fulfilling those specified in the Undergraduate Bulletin and supplements to the Undergraduate Bulletin current at the time they completed 45 credits. Students who have completed fewer than 45 credits when the revisions are first published must satisfy the new requirements, unless the major department specifies otherwise.

Transfer students who entered Stony Brook with 45 or more transfer credits have the option of fulfilling the new requirements or fulfilling the requirements specified in the Undergraduate Bulletin and supplements to the Undergraduate Bulletin in effect when they matriculated.

Where course offerings have changed so that the required courses that would apply to particular students are no longer in the curriculum, the department will designate comparable alternatives to enable such students to complete the major without delaying their graduation.

Academic Minor

Although students are not required to complete a minor in order to graduate, many minors are available for those wishing to develop another area of specialization without the full depth of an academic major. An academic minor is a specified sequence of courses totaling between 18 and 24 credits and requiring at least nine credits of upper-division work. It does not lead to a degree.

Participation in a minor is optional and includes not only completing the required sequence, but consulting the director of the minor initially and as work in the minor proceeds. Many major departments also offer a minor in the discipline; the requirements for the minor are described with the corresponding major program entry. In addition, interdisciplinary minors that draw on courses from a variety of disciplines are described in the alphabetical listings of Approved Majors, Minors, and Programs. Minor entries include the name and academic affiliation of the minor director and additional information such as office location, phone number, and e-mail and Web addresses where available.

To assist students in selecting optional minors, a listing is included in the header of each major program, indicating minors of particular interest to students with that major. A maximum of three minors may be noted on a student’s transcript.

For further information, consult the relevant minor director or the Academic and Pre-Professional Advising Center.

Declaration of Minor

The Major/Minor Declaration Form, available from the Registrar’s Office, the Academic and Pre-Professional Advising Center, and online at http://www.stonybrook.edu/registrar, is used to declare a minor officially; the signature of the minor director is required. Students may have up to three declared minors recorded on their University transcript. Minors are not noted on diplomas.
ACADEMIC POLICIES AND REGULATIONS

Double Majors

When a student officially declares and completes two majors (a double major), the student receives one baccalaureate degree upon graduation. The student must fulfill the graduation requirements of the degree-granting college when specifying B.A. or B.S. or B.E. The University does not officially recognize triple majors.

Students who wish to complete two majors must obtain the approval of the two departments or programs involved. Certain combinations of majors are not permitted. The number of credits taken to fulfill the requirements of both must total at least 60. Students should submit a Major/Minor Declaration Form to add a second major when both majors are in the College of Arts and Sciences or Marine Sciences Research Center. Students must be formally accepted through direct admission or application to majors in the College of Engineering and Applied Sciences, the College of Business, and in the School of Health Technology and Management (except the major in Health Science).

Note 1: For students with majors in both the College of Engineering and Applied Sciences and the College of Arts and Sciences or the College of Business or the Marine Sciences Research Center, the D.E.C. and general education requirements for the College of Engineering and Applied Sciences are required.

Note 2: Health Sciences Center students interested in pursuing a double major should consult their program directors and refer to the Health Sciences Center Bulletin.

Double Majors for Students in the College of Arts and Sciences, the College of Business, the Health Sciences Center, and the Marine Sciences Research Center

Double majors may be composed of the following combinations and will result in only one of three degrees (B.E., B.S., or B.A.)

- any two majors (except Multidisciplinary Studies) within the College of Arts and Sciences or the College of Business or the Marine Sciences Research Center

or

- a major in the College of Engineering and Applied Sciences plus a major in the College of Arts and Sciences or the College of Business or the Marine Sciences Research Center or

- a major in the Health Sciences Center's Health Technology and Management plus a major in the College of Arts and Sciences or the College of Business or the College of Engineering and Applied Sciences or the Marine Sciences Research Center

Double Degrees

Qualified students may be granted permission to earn double degrees at the undergraduate level only if one of the majors leads to a degree that is specified as professional or clinical (externally certified) and the total number of credits completed for the two degrees is at least 144. See paragraphs at the end of this section for additional restrictions.

Only the following currently offered undergraduate programs are considered to be professional or clinical degree programs:

- Bachelor of Engineering degrees in biomedical engineering, chemical and molecular engineering, engineering science, electrical engineering, computer engineering, and mechanical engineering (Note: Students planning to complete a B.E. degree and a B.A. or B.S. degree in the College of Arts and Sciences must complete the D.E.C. requirements of the College of Arts and Sciences);

- Bachelor of Science degree in nursing;

- Bachelor of Science degree in social welfare;

- Bachelor of Science degrees in clinical laboratory sciences, cytotechnology, occupational therapy, respiratory care, and athletic training.

Students who are planning to complete more than one major in the College of Engineering and Applied Sciences (CEAS) should note that this will lead only to a double major, not a double degree, regardless of the type of degree program. Students completing a degree in CEAS may only receive double degrees if the second degree is outside CEAS.

Students who are planning to complete the majors in biology and in either clinical laboratory sciences or cytotechnology should note that these programs will lead only to a double major, not a double degree.

Students who are planning to complete a bachelor of science degree in nursing or a bachelor of social work degree in social welfare and any other major should note that these programs will lead only to a double degree, not a double major.

Students must be formally admitted to each unit granting the degree and have written approval from the dean of each college. Approval is subject to review.
Second Bachelor’s Degree Program

A student who has received a bachelor’s degree from Stony Brook or another accredited institution and who wishes to earn a second degree from a West Campus program must apply and be accepted as a matriculated student for the second baccalaureate. After completing the first degree, the student must earn at least 36 credits in residence at Stony Brook and complete a new major in a significantly different discipline. Of these 36 credits, 21 must be at the upper-division level (courses numbered 300 or higher), primarily from courses chosen for the major. Students also are required to fulfill the “Expanding Perspectives and Cultural Awareness” portion of the Diversified Education Curriculum that is described in the Degree Requirements chapter. These courses must be completed at Stony Brook University. Coursework completed for the first bachelor’s degree, whether taken at Stony Brook or elsewhere, does not count toward completing these requirements. Sequential bachelor’s degree students who wish to qualify for degrees with distinction must complete 55 credits in coursework at Stony Brook toward the second degree. All sequential bachelor’s degree candidates must have completed, with a C or higher, courses judged equivalent to Stony Brook’s general education requirements in English composition and mathematics or complete these courses at Stony Brook. For purposes of registration and academic standing, matriculated candidates for a second baccalaureate will be treated as seniors.

Transcripts

Students who desire transcripts of their academic record at Stony Brook, either for their own use or to have forwarded to another institution or agency, must submit a written request to the Registrar’s Office at least ten days before the transcript is needed. A form for this purpose is available from the Registrar, but requests may also be made by letter or facsimile transmission. Information concerning transcript requests is also available on the University Web site at http://www.stonybrook.edu/solarsystem. The charge for transcripts is $5 per copy; payment should be made to the Bursar’s Office. If submitted by mail, the request and check payable to Stony Brook University should be sent to the Bursar’s Office, P.O. Box 619, Stony Brook, NY 11790-1351. Partial transcripts of a student’s record are not released unless required by law. Transcripts will be issued only if the student’s financial record shows no outstanding obligation. Students also may view their unofficial transcripts using the SOLAR system at http://www.stonybrook.edu/solarsystem.

Academic Honors

Selection of students for honors is based primarily on University records and recommendation (not on application). Some of the disciplinary national honor societies require application and have established criteria for eligibility. Interested students should approach the relevant department or program.

Honor Societies

Besides the annual awards listed in the Scholarships and Awards chapter, induction into an honor society acknowledges the student’s outstanding academic performance.

Phi Beta Kappa, the nation’s oldest academic honor society, is devoted to fostering the liberal ideal in education and encouraging the spirit of critical inquiry. Admission is by election, based on the breadth and balance of a student’s career academic program as well as superior performance. The number of initiates is limited by the national body; members of the junior class may constitute only a small fraction of the annual total. The minimum cumulative g.p.a. in recent years has averaged 3.60 for seniors and 3.80 for juniors.

Sigma Beta, Stony Brook’s own honor society, is devoted to academic excellence and University service. Membership is open to students with no more than 80 credits who have, at the conclusion of the most recent fall semester, a 3.50 grade point average as a full-time student using the same criteria as for the Dean’s List, below.

Sigma Xi is a national honor society for achievement in pure or applied scientific research. Any student associated with the University who has, through research achievements, shown a marked aptitude that is expected to lead to the fulfillment of the requirements for full membership may be nominated by a faculty member or department and elected as an associate member of Sigma Xi.

Tau Beta Pi is the national engineering honor society devoted to honoring students for academic excellence and for service to the engineering profession. Engineering juniors and seniors who have demonstrated these qualities are invited to join Stony Brook’s Omicron chapter of Tau Beta Pi.

The Golden Key National Honor Society recognizes junior and senior students who have achieved at least a 3.30 g.p.a. at Stony Brook. The campus chapter adds to the vitality of the University’s intellectual and social life through sponsorship of community service activities. More information is available at http://www.goldenkey.org.

Various disciplines have their own honor societies. Those with chapters at Stony Brook include Upsilon Pi Epsilon (Computer Science), Sigma Gamma Epsilon (Earth Science), Omicron Delta Epsilon (Economics), Eta Kappa Nu (Electrical Engineering), Phi Sigma Iota (Foreign Languages), Delta Phi Alpha (German), Alpha Eta (Health Technology and Management), Phi Alpha Theta (History), Pi Tau Sigma (Mechanical Engineering), Phi Sigma Tau (Philosophy), Sigma Pi Sigma (Physics), Pi Sigma Alpha (Political Science), Alpha Epsilon Delta (pre-medical curriculum), Psi Chi (Psychology), Dobro Slovo (Slavic Languages), and Alpha Kappa Delta (Sociology).
Dean's List

After each fall and spring semester the dean of each college compiles a Dean’s List of undergraduate students who constitute approximately the top 20 percent of their class. Each full-time student must have completed in that semester at least 12 credits for a letter grade (including S) and have no I’s, U’s, NR’s, NC’s, F’s, or Q’s. P grades are not considered to be letter grades. Part-time students must have earned at least six credits in a semester of letter-graded work (not including S or P grades). The grade point average cutoffs are as follows: seniors, 3.40; juniors, 3.30; sophomores, 3.20; and freshmen, 3.10.

Degrees with Distinction

Degrees with distinction are conferred on candidates for the Bachelor of Arts, Bachelor of Science, or Bachelor of Engineering degree who have completed at least 55 credits at Stony Brook (excluding Challenge credit), have letter grades assigned to at least 80 percent of their coursework, and attain the requisite g.p.a. in the class. The levels of distinction are summa cum laude, magna cum laude, and cum laude, and constitute approximately the 95th percentile, the 93rd percentile, and the 85th percentile, respectively, of all students. Attainment of a degree with distinction is indicated on the student’s diploma and permanent academic record. The grade point average cutoffs for the three levels of distinction are: summa cum laude, 3.85; magna cum laude, 3.70; cum laude, 3.50.

Departmental Honors Programs

Students must declare their intention to seek departmental honors and must carry out required academic activities to earn this distinction. Honors requirements are described in the Approved Majors, Minors, and Programs chapter in the listing of each department that offers honors. For students who qualify, this honor is indicated on their diploma and on their permanent academic record.

Application for Graduation

To become a candidate for graduation, a student must file an “Application for Degree” form with the Registrar’s Office. May and August candidates who wish to be included in the May Commencement Program must file by the previous February.

Deadlines: December candidates—end of the third week of the candidate’s final semester.

May candidates—end of the second week of the candidate’s final semester.

August candidates—end of the second week of the last summer term for which they are registered.

Exact deadlines appear in the academic calendar; available at http://www.stonybrook.edu/registrar.

Time Limits on Completion of Degrees in the College of Engineering and Applied Sciences

All degree requirements for either the Bachelor of Engineering degree or the Bachelor of Science degree must be met in 11 semesters by students classified as full time. Full-time transfer students must meet all degree requirements in the number of semesters remaining according to the following formula: the number of transferred degree-related credits is divided by 12 (which is the minimum number of credits a full-time student may take in a semester) to determine the number of semesters already completed. The result is subtracted from 11 (semesters) to indicate the number of remaining semesters permitted for completion of degree requirements. In addition, students who withdraw from the University and return at a later date to complete degree requirements are required to have formally reevaluated all courses more than six years old that were taken at Stony Brook or elsewhere to fulfill major requirements.

Withdrawal from the University

Students who wish to officially withdraw from the University must complete and submit a “Withdrawal from the University” form to the Registrar’s Office. Forms are available at the Registrar’s Office. The date on which the form is filed, not the date of last class attendance, is considered the official date of withdrawal.

Note: Non-attendance does not constitute official withdrawal. Notification of the student’s instructors does not constitute official withdrawal. Non-payment of tuition and fees does not constitute official withdrawal.

Students who submit withdrawal forms after the first ten class days but not later than the last day of classes in a semester will be assigned a withdrawal (W) for each course. Withdrawal after the last day of classes does not relieve students of financial obligation.

Freshmen and EOP/AIM students must consult with their academic advisor before withdrawing from the University. Foreign students on an F-1 or J-1 visa must consult with International Services before withdrawing from the University.

Leave of Absence and Returning to the University

At the time they withdraw from the University, students have the option of indicating whether they intend to return. This “leave of absence” may be canceled if the student attends another college while on leave from Stony Brook and fails to maintain a C average at that institution. A student in that situation should consult a Stony Brook admissions counselor at the earliest opportunity.

1. Students who indicate at the time of official withdrawal that they may wish to return to Stony Brook will be approved routinely for return to the University during the three semesters following the one in which they withdrew if:
   a. the student leaves in good academic standing;
   b. there has been no previous withdrawal;
   c. the student has no disciplinary standing;

2. College of Arts and Sciences, College of Business, and Marine Sciences Research Center students who have not been enrolled at Stony Brook for four consecutive semesters and have not earned any Stony Brook credits will be assigned a new matriculation date and will be responsible for the academic requirements in effect at the time of their return. These rematriculated students will be required to meet with an academic advisor before
registering for classes upon their return. Note: Summer terms are not considered to be semesters and credits earned during the summer do not count toward maintaining matriculation.

3. College of Engineering and Applied Sciences students will be assigned a new matriculation date after one semester of absence from the University and will be responsible for the academic requirements in effect at the time of their return. They will be required to meet with a faculty advisor before registering for classes.

4. Educational Opportunity Program students must obtain clearance for re-admission from the EOP/AIM Office and meet with their AIM counselor.

5. Prior to registering for classes, all foreign students returning to the University must obtain a visa clearance from International Services.

6. Students who withdraw from the University and whose cumulative grade point average is less than 2.00 are required to wait for at least one semester before they are permitted to re-enroll.

Academic Renewal Policy

Students who, for financial or personal reasons, have not been enrolled at the University for at least ten consecutive semesters and who, after rematriculation, complete at least 12 (but no more than 24) credit hours in good academic standing, may be eligible for academic renewal. Under this policy, the student’s cumulative grade point average will be re-initialized and calculated based on course grades earned as of the date of rematriculation, although the original grades and g.p.a. remain on the transcript. To qualify for graduation, students must earn a minimum of 36 credits and a cumulative g.p.a. of 2.00 at Stony Brook after re-initialization of the cumulative g.p.a. Those would wish to be considered for degrees with distinction must earn at least 55 credits at Stony Brook after re-initialization of the cumulative g.p.a. For advice about eligibility, students should speak with an advisor in the Academic and Pre-Professional Advising Center.

Application of Transfer Credits to General Education Requirements (D.E.C.)

The Diversified Education Curriculum (D.E.C.), Stony Brook’s general education curriculum, is outlined on pages 60-61. Transferred courses must carry at least 3 semester hours of credit to be applicable to any Entry Skill or D.E.C. category.

College of Arts and Sciences, College of Business, Marine Sciences Research Center

1. All Entry Skills requirements may be met either through a specified examination, through courses taken at Stony Brook, or through transfer of equivalent courses. Satisfaction of these requirements will be evaluated at the time of matriculation.

2. All students may satisfy D.E.C. categories A through K by transferring from regionally accredited colleges and universities coursework that meets the criteria of the category. Survey and introductory courses will not satisfy categories I, J, and K.

3. Categories I and J may also be satisfied by transfer of six credits of college-level study abroad (with no more than 3 credits in an elementary foreign language) in a geographic area appropriate to the category.

4. A course evaluated to be equivalent to a Stony Brook course will satisfy the category of the Stony Brook course.

Note: Once matriculated at Stony Brook, students may not satisfy D.E.C. category A by transfer.

College of Engineering and Applied Sciences

1. All Entry Skills requirements may be met either through a specified examination, through courses taken at Stony Brook, or through transfer of equivalent courses. Satisfaction of these requirements will be evaluated at the time of matriculation.

2. All students may satisfy D.E.C. categories A through G and I through K by transferring from regionally accredited colleges and universities coursework that meets the criteria of the category. Survey and introductory courses will not satisfy categories I, J, and K. (Candidates for the B.E. degree are not required to complete D.E.C. category K.)

3. All students must satisfy D.E.C. category H at Stony Brook.

4. Categories I and J may also be satisfied by transfer of six credits of college-level study abroad (with no more than 3 credits in an elementary foreign language) in a geographic area appropriate to the category.

5. A course evaluated to be equivalent to a Stony Brook course will satisfy the category of the Stony Brook course.

Notes:

- Once matriculated at Stony Brook, students may not satisfy D.E.C. category A by transfer.
- To satisfy D.E.C. categories I and J, one course must be in the humanities disciplines and one course must be in the social and behavioral sciences disciplines.

SUNY General Education Requirements and Stony Brook Equivalents (D.E.C.)

All students must satisfy Stony Brook’s Entry Skills and Diversified Education Curriculum (D.E.C.) requirements. Skill and D.E.C. requirements may be satisfied by transfer as noted above. Students with transfer credits from another SUNY college or university and who have satisfied any SUNY general education requirement may be able to apply these courses toward Stony Brook’s Skill and D.E.C. requirements.

SUNY General Ed. Stony Brook

Mathematics

Basic Communication

Information Mgmt.

Natural Sciences

Social Sciences

American History

Western Civilization

Other World Civilizations

Humanities

The Arts

Notes:

1. If satisfied with an 85 or higher on the New York State Regents examination or a grade of C or higher in a second-semester college foreign language course.

2. This requirement is incorporated into Stony Brook’s major requirements.
3. At Stony Brook, category I courses satisfy Western Civilization; category J courses satisfy Other World Civilizations; and courses designated to satisfy Skill 4 satisfy American History. Categories I and J build on entry-level coursework and many transferred courses satisfying the two corresponding SUNY categories will not satisfy Stony Brook’s D.E.C. categories. Survey and introductory coursework will not satisfy categories I and J. Note that a course evaluated to be equivalent to a Stony Brook course will satisfy the category of the Stony Brook course.

Transferring Coursework after Matriculation

Study at Other Institutions

For transfer credit policies on coursework taken prior to matriculation, see the entry Transfer Credit Policies in the Admissions chapter, page 23, and the entry “Application of Transfer Credits to General Education Requirements” above.

Students who wish to transfer credit from other institutions after matriculation at Stony Brook must study at a regionally accredited institution and earn a grade of C or higher in any course taken. In addition, if the student plans to transfer courses from an institution for which printed transfer equivalencies are not available (i.e., published Transfer Credit Guides and printed transfer equivalency sheets), the student must secure prior formal approval from the University. The Undergraduate Transfer Office maintains Transfer Credit Guides to selected schools with course equivalencies to Stony Brook offerings. These Guides are available at the Transfer Office or on its Web site at [http://www.stonybrook.edu/ugadmission](http://www.stonybrook.edu/ugadmission)/transfer. Forms for securing prior approval are also available in the Undergraduate Transfer Office. Students must arrange to have official transcripts sent to the University upon completion of courses taken.

Currently enrolled students in the College of Arts and Sciences, College of Business, or Marine Sciences Research Center should consult with the Undergraduate Transfer Office before taking general education or elective courses elsewhere. Students who plan to transfer courses toward major requirements should get prior approval from the major department. Engineering and Applied Sciences students must receive a departmental advisor’s approval before taking a course elsewhere.

Summer Study Elsewhere

To ensure that courses will be fully acceptable for transfer credit, students planning to take summer courses elsewhere should discuss their plans in advance with both the appropriate departmental academic advisor and Stony Brook’s Undergraduate Transfer Office. If the student plans to transfer courses from an institution for which printed transfer equivalencies are not available, the student should secure prior approval for courses toward major requirements from the major department, and for courses toward general education requirements and elective credit from the Transfer Office. After the University receives an official transcript indicating that the student has completed the courses with grades of C or higher, appropriate transfer credit will be noted on the student’s academic record.

Academic Credit by Examination and Other Credit Options

Stony Brook accepts up to 30 credits by examination in partial fulfillment of the bachelor’s degree. Included in this total may be credit based on standardized external examinations such as AP, CLEP, Regents College Examinations, and Stony Brook’s own Challenge Program (see below). Credit by examination may not be used to satisfy most Diversified Education Curriculum requirements; however, they may be used to satisfy one course in each of categories E, F, and G, and AP credit may be used to satisfy the first course of category A and category C. Credit by examination does not count toward the University’s residence requirement.

Credit requested for examinations or programs (e.g., military) not specifically mentioned below must be substantiated by the appropriate documentation. Requests for reviews of students’ qualifications must be submitted in writing to the Undergraduate Admissions Office.

Challenge Program for Credit by Examination

The University’s Challenge Program permits matriculated undergraduates to meet requirements, earn credit, and receive advanced placement by taking examinations in place of regular courses. Each department determines the courses for which it will offer Challenge examinations.

Certain restrictions apply:

1. No student may take a Challenge examination in a course that is a prerequisite for a course already passed.

2. Credit may be accumulated through the Challenge Program for no more than five courses. (Up to 30 credits by exam may be applied toward the degree through a combination of Challenge and approved external examinations.)

3. Challenge credit:
   a. may not be used to fulfill the University residence requirement (36 credits earned at the University after achieving junior standing);
   b. may not be used to satisfy the 55 credits in residence required of candidates for degrees with distinction;
   c. may not be used to fulfill Diversified Education Curriculum requirements except for one course in each of the three D.E.C. Disciplinary Diversity categories (E, F, and G).

Written guidelines describing in detail the Challenge Program’s procedures, regulations, and fees are available in the Academic and Pre-Professional Advising Center.

Cross Registration

As part of the Academic Enrichment Program of the Long Island Regional Advisory Council on Higher Education (LIRACHE), the University participates in a cross-registration agreement with 14 other university and college campuses in Nassau and Suffolk counties. The program affords full-time Stony Brook undergraduates an opportunity to register elsewhere during the same semester (summer session is excluded) for courses that are not offered at Stony Brook. Tuition, exclusive of special fees, is paid by students to the home institution, even though they are taking one or more courses at a host campus. More information on this option is available from the
FERPA affords students certain rights with respect to their education records maintained by the campus. The Family Educational Rights and Privacy Act of 1974, as amended, sets out requirements designed to protect the privacy of students concerning their records maintained by the campus. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
- 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 to school officials with legitimate educational interests, including but not limited to administrative, academic, or support personnel (including law enforcement and health services); University attorneys, auditors, or collection agents; 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The Office’s address is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202

In addition, Stony Brook University is authorized to release “Directory Information” concerning students. Directory Information includes: student’s name, addresses (including e-mail), telephone numbers, date and place of birth, major field of study, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, likenesses used in University publications, dates of attendance, degrees and awards received and previous institutions attended.

Currently enrolled students have the right to have this directory information withheld from the public if they so desire. Forms requesting the withholding of directory information are available at the Registrar’s Office, 2nd floor of the Administration Building. At least ten days should be allowed for processing of these requests.

**Change of Address**

To ensure prompt receipt of important University communications, students should maintain an up-to-date home/mailing address on the Web through the SOLAR System at http://www.stonybrook.edu/solarsystem or in person at the Registrar’s Office (identification is required). International students must report changes of address to the International Services office. On-campus housing address changes must be made through the appropriate Campus Residences quad office rather than through the SOLAR System or the Registrar’s Office; foreign students must also report the change to International Services.

Degree candidates may update their diploma address through the SOLAR System or in person at the Registrar’s Office.

**Equivalent Opportunity/Religious Absences**

Some students may be unable to attend classes on certain days because of religious beliefs. Section 224-a of the New York State Education Law provides that:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so.

No special fees shall be charged to the student for these classes, examinations, study, or work requirements, or registration held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the fac-
Research Involving Human Subjects

Experiments conducted by Stony Brook personnel, on or off campus, in which human subjects are involved are required to be reviewed and approved by the campus Committee on Research Involving Human Subjects (CORIHS) before they can begin. This requirement extends to questionnaires, both written and oral, and other instruments of personal data collection. Application forms for approval of such experiments can be obtained in most departmental offices or from the University coordinator for research compliance in the Office of the Vice President for Research. A faculty advisor is required for any student-conducted experiment involving human subjects.

Undergraduates are often asked to act as subjects in experiments. They should be aware that their rights as subjects include knowing that an experiment has received the approval of CORIHS. State University policy forbids campuses to require the participation of students as subjects in human research. In almost every instance of such participation, an informed consent form is required of the subject. This form outlines the risks and benefits of participation, enumerates the subject’s rights, and describes the nature of the subject’s participation. Inquiries about subject rights should be directed to the executive secretary of the Committee on Research Involving Human Subjects in the Office of the Vice President for Research.

Use of Laboratory Animals in Research or Instruction

Any research, teaching, or creative activity that involves the use of vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) prior to ordering animals and prior to commencement of the activity. Applications for such approval may be obtained from the director of the Division of Laboratory Animal Resources (DLAR) or from the University coordinator for research compliance. The chairs, deans, and division heads of departments in which laboratory animals are routinely used also have a supply of these applications.

The following is a brief summary of the federal, state, and campus regulations that govern the use of laboratory animals at Stony Brook:

1. Except as stated in provision 2, all vertebrate animals must be ordered through DLAR. If a University purchase order is unacceptable to the supplier, the DLAR must be so informed in order to determine whether another supplier may be contacted.

2. The IACUC may waive the requirement of mandatory acquisition of animals through DLAR in cases where the activity involves fieldwork. Such a waiver is granted when the detailed methods of observation, capture, or tagging of vertebrate animals are determined by the IACUC to be in compliance with applicable regulations governing such work.

3. Use of privately owned animals is prohibited.

4. Users of vertebrate animals must adhere to policies set forth in the N.I.H. Guide for the Care and Use of Laboratory Animals (available from all chairs, deans, and division heads).

5. In the event that the animals must be euthanized, the method of euthanasia must conform to those in the 1986 report of the A.V.M.A. Panel on Euthanasia, or subsequent revisions (available from all chairs, deans, and division heads). Methods of euthanasia for species not covered by this report must be employed as per IACUC recommendation.
6. All individuals involved in research or teaching activities in which animals are used must attend the training session given by the director of the DLAR in order to satisfy requirements indicated in Stony Brook’s assurance filed with the NIH.

7. IACUC approval is required in cases where members of the University propose to engage in collaborative work that involves the use of animals in facilities other than those under the auspices of Stony Brook University.

Changes in Regulations and Course Offerings

The courses of study, academic requirements and regulations, and other information contained in this Bulletin are limited to policies in effect at the date of publication. The University reserves the right to change academic requirements and regulations or to change or cancel any course for whatever reason it may deem appropriate. New and revised courses, new and revised majors and minors, and changes in academic requirements and regulations are reflected in the online Undergraduate Bulletin at http://www.stonybrook.edu/ugbulletin as changes occur and are reported in the online Supplement to the Undergraduate Bulletin. Course changes are also reflected in the course catalog available through the SOLAR System, http://www.stonybrook.edu/solarsystem.