

# 2007-2009 Undergraduate Bulletin Supplement

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## Changes, Additions, and Deletions to Academic Policies and Regulations

**C**orrections and changes to Academic Policies and Regulation in the *2007-2009 Undergraduate Bulletin* are listed below in the same order they are found in the Academic Policies and Regulations section.

This list is continually being updated. Twice during the year (roughly November 1 and April 1) the entire *Bulletin* (including this *Supplement*) is archived. That is, a "snapshot" of the *Bulletin* is taken and saved for reference. These dated archives serve as official records of the *Bulletin* as it changes semester by semester.

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## Fall 2008 Updates

### 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>. 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.
- Instructors must observe state laws, federal laws, and University policies regarding accommodations as noted in the Bulletin (e.g., student participation in University-sponsored activities or equivalent opportunity/religious absences). Accommodations such as make-up exams, assignments, or other coursework that fall outside of the purview of these laws and policies are at the discretion of the instructor

### Foreign Language Challenge Exam Program

Stony Brook University's Foreign Language Challenge Exam program permits students to meet requirements, earn credit, and receive advanced placement by taking examinations in place of

foreign language courses. Students interested in taking a Challenge Exam must complete the Challenge Exam form and meet with an academic advisor in the Academic and Pre-Professional Advising Center, certifying eligibility before making payment or scheduling an exam.

The guidelines for the Challenge Exam are as follows:

1. Only matriculated undergraduates are eligible to take a Challenge Exam.
2. The relevant academic department determines the foreign language courses, if any, for which it will offer Challenge Exams.
3. A maximum of fifteen (15) credits may be accumulated through the Challenge Exam program. This total is included in the thirty credit limit on examination credits, including AP and CLEP, which can be applied toward the bachelor's degree.
4. Challenge Exams cannot be taken in foreign language courses that are pre-requisites for courses already passed.
5. Challenge Exams cannot be taken for 111-level courses since they does not satisfy the skill 3 foreign language requirement.
6. Challenge Exams cannot be taken in foreign language courses that already appear on the student's Stony Brook transcript, including courses transferred, registered (except during add/drop period), passed, failed, withdrawn, or incomplete.
7. Students may not take a Challenge Exam if they received credit in high school or college in the course being challenged or a higher level course.
8. Students may not take a Challenge Exam if they graduated from a high school where the language of instruction was the same as the course being challenged.
9. Challenge Exams cannot be taken more than once for the same course.
10. Challenge Exam credit does not count toward full-time student status or academic standing.
11. Challenge Exam credit does not fulfill the University residence requirement or satisfy the 55 credits in residence required of candidates for degrees with distinction.

12. Challenge Exam credit may be used to fulfill upper division credit for foreign language courses at the 300-level and higher.

13. Challenge Exam credit may be used to fulfill foreign language major and minor requirements, pending approval from the Undergraduate Program Director in the respective department.

14. Students who receive academic advising and academic departmental approval to take a Challenge Exam are eligible to take the exam by the end of the current semester, unless the applicant ceases to meet the eligibility requirements.

15. The grading option for Challenge Exams is satisfactory/unsatisfactory (S/U). S grades appear on the student's transcript. U grades do not appear on the student's transcript.

16. Credit is not awarded for Challenge Exams in foreign languages not included in Stony Brook's curriculum.

### 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. The University has the option to de-register, by the end of 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 supersedes 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 with-

out satisfying the advisory prerequisite should expect to have to work harder and not do as well as students who have completed the advisory prerequisite.

## The Diversified Education Curriculum (D.E.C.)

The D.E.C. is the Stony Brook version of a general education program that is integral to most college and university curricula. It introduces students to a breadth of knowledge that balances and complements the depth of study provided by their major field. The D.E.C. is designed to accomplish several goals: First, to develop an understanding of how different disciplines define, acquire, and organize knowledge; second, to enhance understanding of Western and non-Western cultures as well as their reciprocal influence on each other; third, to provide a basis for an examination of values; fourth, to develop analytic, synthetic, linguistic, computational, communication, and information-gathering skills useful for lifelong learning; and, finally, to provide a common foundation for wide-ranging dialogue with peers on issues of significance. In its multiple facets, the D.E.C. encourages students to develop a critical and inquiring attitude, an appreciation of complexity and ambiguity, a tolerance for and empathy with persons and groups of different backgrounds or values, and a deepened sense of self. In short, the goal of the D.E.C. is to prepare students to appreciate and be able to function effectively in an increasingly complex world.

The D.E.C. is structured in three tiers. See detailed descriptions below of the tiers as well as of each D.E.C. category.

D.E.C. courses are indicated in the Course Descriptions listings at the back of this *Bulletin*; the D.E.C. category letter (A through K) is tagged to the course number (e.g., WRT 103-A). Courses with a D.E.C. category tag that are taken for the major can also be used to satisfy the appropriate D.E.C. category.

See the Notes at the end of this section for important information.

### D.E.C. Requirements for Students with Majors in the College of Arts and Sciences, the College of Business, the School of Marine and Atmospheric Sciences, and the School of Journalism

Students are encouraged to visit the Academic and Pre-Professional Advising Center for a formal review of their D.E.C.

requirements at least two semesters prior to their expected date of graduation. Students can use these pages to record courses used toward these requirements.

The D.E.C. is structured in three tiers.

### University Skills: Tier I

This tier consists of D.E.C. categories A through D and should typically be completed in the first year of study.

This group of requirements focuses on ways of learning essential to the entire academic experience and subject matter intrinsic to liberal learning.

#### Category A English Composition 2 courses

## A \_\_\_\_\_, \_\_\_\_\_

The ability to communicate effectively in written English is essential to success both in the University and in society. Students satisfy this requirement by passing WRT 101—Introductory Writing Workshop and WRT 102—Intermediate Writing Workshop A or WRT 103—Intermediate Writing Workshop B.

Notes:

1. A score of 4 or 5 on the University's writing placement examination or a score of 3, 4, or 5 on the AP English/Comp or English/Lit examination satisfies the first course of the two-course requirement.
2. Students must begin completion of category A during their first year at Stony Brook and must take writing courses in sequence until the requirement is satisfied.
3. All transfer and rematriculated students who have passed, with a grade of C or higher, a composition course judged equivalent to RT 102 or WRT 103 will have satisfied this requirement.
4. Once matriculated, the student must complete Category A at Stony Brook.

#### Category B Interpreting Texts in the Humanities 1 course

## B \_\_\_\_\_

Category B courses help students develop skills of interpretation and analysis that will enable them to examine subject matter critically, not only in the humanities, but in all other college courses.

#### Category C Mathematical and

#### Statistical Reasoning 1 course

## C \_\_\_\_\_

Category C courses help students understand and use quantitative skills and ideas critical to higher education.

Notes:

1. The course offered for category C must be passed with a letter grade of C or higher.
2. A score of 4 or 5 on the AP mathematics examination or a score of 6 or higher on Stony Brook's proctored mathematics placement examination satisfies category C.

#### Category D Understanding the Fine and Performing Arts 1 course

## D \_\_\_\_\_

Category D courses acquaint students with the works of creative artists and performers and their artistic medium, such as art, music, or theatre. The basic terminology, analytical tools used to interpret one of the arts, and representative works in a particular field are examined. Such exposure is essential to intellectual growth and the development of a humanist foundation from which to approach other disciplines.

### Disciplinary Diversity: Tier II

This tier consists of D.E.C. categories E through G and should typically be completed before the 57th credit or by the end of sophomore year.

This group of requirements exposes students to the modes of thinking, methods of study, and subject matter of major branches of knowledge—natural and physical sciences, social and behavioral sciences, and arts and humanities.

#### Category E Natural Sciences 2 courses

## E \_\_\_\_\_, \_\_\_\_\_

Category E courses expand students' knowledge about objects and processes observable in nature, whether animate as in the biological sciences, or inanimate as in the physical sciences of chemistry or physics.

#### Category F Social and Behavioral Sciences 2 courses

**F** \_\_\_\_\_, \_\_\_\_\_

Category F courses focus on individual and group behavior within society. These disciplines use methods such as historical analysis of documents, or survey and interview data, to observe and analyze human activity and society.

**Category G** **Humanities**  
**2 courses****G** \_\_\_\_\_, \_\_\_\_\_

Category G courses examine disciplines and methods that express the way people view the human condition.

**Expanding Perspectives and Cultural Awareness: Tier III**

This tier consists of D.E.C. H through K. Since courses in these categories are built on study from Tier I and II, these courses should typically be completed after the 57th credit or after sophomore year; but can be completed at anytime during the undergraduate career, where prerequisites are met.

This group of requirements challenges students to confront their own perceptions of the world and the people in it. Courses in these categories build on study in the earlier categories.

**Category H** **Implications of Science and Technology**  
**1 course****H** \_\_\_\_\_

Category H courses are designed to help students understand the social and global implications of science and technology and to examine examples of the impact of science, culture, and society on one another.

**Category I** **European Traditions**  
**1 course****I** \_\_\_\_\_

Category I courses consider the Western cultural tradition through specialized study of a European nation or area from one or more viewpoints (e.g., historical, artistic, social, political).

**Category J** **The World Beyond European Traditions**  
**1 course****J** \_\_\_\_\_

Category J courses increase students'

understanding of a nation, region, or culture that is significantly different from the United States and Europe in at least one respect.

**Category K** **American Pluralism**  
**1 course****K** \_\_\_\_\_

Category K courses enable students to build upon their knowledge of diverse traditions in order to examine in detail the role of these traditions in forming American society. Some D.E.C. K courses explore our nation's diversity of ethnic, religious, gender, and intellectual traditions through a multicultural perspective. Others explore the relationship of a specific ethnic, religious, or gender group to American society as a whole.

**D.E.C. Requirements for Students with Majors in the College of Engineering and Applied Sciences**

Students are encouraged to visit the College of Engineering and Applied Science Undergraduate Student Office for a formal review of their D.E.C. requirements at least two semesters prior to their expected date of graduation. Students can use these pages to record courses used toward these requirements.

**University Skills: Tier I**

This tier consists of D.E.C. categories A through D and should typically be completed in the first year of study.

This group of requirements focuses on ways of learning essential to the entire academic experience and subject matter intrinsic to liberal learning.

**Category A** **English Composition**  
**2 courses****A** \_\_\_\_\_, \_\_\_\_\_

The ability to communicate effectively in written English is essential to success both in the University and in society. Students satisfy this requirement by passing WRT 101—Introductory Writing Workshop and WRT 102—Intermediate Writing Workshop A or WRT 103—Intermediate Writing Workshop B.

Notes:

1. A score of 4 or 5 on the University's writing placement examination

or a score of 3, 4, or 5 on the AP English/Comp or English/Lit examination satisfies the first course of the two-course requirement.

2. Students must begin completion of category A during their first year at Stony Brook and must take writing courses in sequence until the requirement is satisfied.
3. All transfer and rematriculated students who have passed, with a grade of C or higher, a composition course judged equivalent to WRT 102 or WRT 103 will have satisfied this requirement.
4. Once matriculated, the student must complete Category A at Stony Brook.

**Category B** **Interpreting Texts in the Humanities**  
**1 course****B** \_\_\_\_\_

Category B courses help students develop skills of interpretation and analysis that will enable them to examine subject matter critically, not only in the humanities, but in all other college courses.

**Category C** **Mathematical and Statistical Reasoning**  
**1 course****C** \_\_\_\_\_

Category C courses help students understand and use quantitative skills and ideas critical to higher education.

Notes:

1. The course offered for category C must be passed with a letter grade of C or higher.
2. A score of 4 or 5 on the AP mathematics examination or a score of 6 or higher on Stony Brook's proctored mathematics placement examination satisfies category C.

**Category D** **Understanding the Fine and Performing Arts**  
**1 course****D** \_\_\_\_\_

*Required only for Computer Science students who matriculate Spring 2006 or later, and Information Systems students who matriculate Fall 2006 or later.*

Category D courses acquaint students with the works of creative artists and performers and their artistic medium, such as art, music, or theatre. The basic terminology, analytical tools used to interpret one of the

arts, and representative works in a particular field are examined. Such exposure is essential to intellectual growth and the development of a humanist foundation from which to approach other disciplines.

### Disciplinary Diversity: Tier II

This tier consists of D.E.C. categories E through F and should typically be completed before the 57th credit or by the end of sophomore year.

This group of requirements exposes students to the modes of thinking, methods of study, and subject matter of major branches of knowledge—natural and physical sciences, social and behavioral sciences, and arts and humanities.

#### Category E Natural Sciences 2 courses

**E** \_\_\_\_\_, \_\_\_\_\_

Category E courses expand students' knowledge about objects and processes observable in nature, whether animate as in the biological sciences, or inanimate as in the physical sciences of chemistry or physics.

#### Category F Social and Behavioral Sciences 1 course

**F** \_\_\_\_\_

Category F courses focus on individual and group behavior within society. These disciplines use methods such as historical analysis of documents, or survey and interview data, to observe and analyze human activity and society.

#### Category G Humanities 1 course

**G** \_\_\_\_\_

Category G courses examine disciplines and methods that express the way people view the human condition.

### Expanding Perspectives and Cultural Awareness: Tier III

This tier consists of D.E.C. H through K. Since courses in these categories are built on study from Tier I and II, these courses should typically be completed after the 57th credit or after sophomore year, but can be completed at anytime during the undergraduate career; where prerequisites are met.

This group of requirements challenges students to confront their own perceptions of the world and the people in it. Courses in these categories build on study in the earlier categories.

#### Category H Implications of Science and Technology 1 course

**H** \_\_\_\_\_

Category H courses are designed to help students understand the social and global implications of science and technology and to examine examples of the impact of science, culture, and society on one another.

#### Category I European Traditions 1 course

**I** \_\_\_\_\_

Category I courses consider the Western cultural tradition through specialized study of a European nation or area from one or more viewpoints (e.g., historical, artistic, social, political).

#### Category J The World Beyond European Traditions 1 course

**J** \_\_\_\_\_

Category J courses increase students' understanding of a nation, region, or culture that is significantly different from the United States and Europe in at least one respect.

#### Notes:

1. In choosing courses to satisfy D.E.C. I and J, students **must** choose one with a humanities designator and one with a social and behavioral sciences designator.

#### Category K American Pluralism 1 course

**K** \_\_\_\_\_

*Not required for students seeking the Bachelor of Engineering degree, but is required for students seeking a Bachelor of Science or a second Baccalaureate degree in the College of Engineering and Applied Sciences.*

Category K courses enable students to build upon their knowledge of diverse traditions in order to examine in detail the role of these traditions in forming American society. Some D.E.C. K courses explore our nation's diversity of ethnic, religious, gender, and intellectual

traditions through a multicultural perspective. Others explore the relationship of a specific ethnic, religious, or gender group to

### 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. **Instructors are reminded that students who request accomodation for religious reasons are entitled to that accomodation under New York State law.**

### Internship Program for Students in the College of Arts and Sciences, College of Business, College of Engineering and Applied Sciences, School of Marine and Atmospheric Sciences, and School of Journalism

**Internship Manager:** Alfreda S. James  
**Office:** W-0550 Melville Library  
**Phone:** 632-9783  
**E-mail address:** [Alfreda.James@stonybrook.edu](mailto:Alfreda.James@stonybrook.edu)  
**Web site:** <http://www.sunysb.edu/career>

Under the University's Internship Program a student may spend a semester or summer working for academic credit under the supervision of both University faculty and professional staff at a cooperating agency or organization. Up to six credits may be earned for semester internships during the academic year; up to six for each summer term. The EXT internship designator may be used to a maximum of 12 credits of which no more than six credits may be EXT 288; students may register for only one 288 or 488 course per semester. Grading is Satisfactory/Unsatisfactory.

Internships allow students to test career intentions; to improve intellectual skills in writing, quantitative analysis, research, and administration; to increase understanding of social, political, and

economic forces; and to acquire work experience useful for seeking employment or entrance into professional schools.

Credit-bearing internships require the approval of an academic department and the internship manager in the Career Center when appropriate. The general guidelines for participation in an internship are:

- Completion of 57 credits prior to beginning the EXT 488 internship;
- Completion of at least one previous semester of coursework at Stony Brook;
- Minimum grade point average of 2.50;
- Submission of Stony Brook internship agreement form to faculty sponsor and Career Center when appropriate;
- Registration in only one 288 or 488 course per semester

Students enrolled in a department's internship courses numbered 288 or 488 must maintain a journal, have regular contact with the faculty sponsor, and complete a term report. Students enrolled in the Career Center's courses EXT 288 or 488 may be required to compile a portfolio that includes a résumé, informational interviews with alumni or other professionals, and a written summary of their work experience.

## **Supplementary Internships Program for Students in the College of Engineering and Applied Sciences**

The College of Engineering and Applied Sciences (CEAS) is actively involved with many engineering and high-technology companies, both large and small, in the Long Island region. The many collaborative academic and industrial efforts include teaching, research, consultation, and cooperative problem solving to promote the physical and fiscal well-being of the region. Undergraduate students have a place in this working relationship between the college and industry as participants in the CEAS Internships Program, which provides them with real-world paid experience in which they observe engineers, scientists, and managers at work, work for and with professionals in their area of interest, apply theory learned in class, learn new applications, and learn about the corporate culture and envi-

ronment. The internship experience is an important element of a student's education and enhances his or her qualifications for permanent job placement following graduation.

Students may participate in internships with or without academic credit. In order to earn credit, the nature of the work undertaken in the industry setting must be reviewed by the student's academic advisor. With the approval and agreement of the employer and the academic advisor, the student may register for the department's internship course and receive three credits (or up to nine credits in the full-time semester-long internship in mechanical engineering) toward baccalaureate degree requirements. A student may choose to participate in an internship for the experience and remuneration only, and in this case, no course registration or academic approval is required.

The program is administered by the college's Undergraduate Student Office, which receives participating companies' internship requirements, posts internship position announcements, reviews student resumes, verifies academic qualifications, and may assist both corporations and students in the process of interviewing and internship placement.

## Fall 2007 Updates

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### Course Load and Course Withdrawal

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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. A request for permission to register for more than 19 credits is referred to as an academic overload.

Students with a cumulative grade point average of 3.00 or higher may submit an overload request directly to the Office of Records (no petition required).

Students in the College of Engineering and Applied Sciences with a cumulative grade point average of 3.00 or higher must petition for an overload to the CEAS Committee on Academic Standing.

Students with a cumulative grade point average between 2.50 and 2.99 may submit a petition for an overload to the appropriate Committee on Academic Standing and Appeals.

Students with a cumulative grade point average below 2.50 are not eligible to request an overload.

Please note: Academic overloads are may not exceed 23 credits per semester. Students with an incomplete grade, Q grade or in their first semester at Stony Brook are not eligible to request an academic overload, regardless of GPA.

### Retaking Courses

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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. **Except during the Add/Drop period**, 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. **During the Add/Drop period**, students

may use the Registrar's Office form "Undergraduate Permission for Retaking Course(s)" to register for a course repeated more than twice, as described above. This form is valid only during the first two weeks of classes, and must be approved by the department before being processed by the Registrar's Office. After the Add/Drop period, students must petition for approval by the academic standing committee of the student's college.