

Academics

Graduate Degree Programs

Alfred University grants graduate degrees at the master's and doctoral levels. Two post-master's certificates of advanced study are offered.

These graduate programs of study and degrees are offered:

Art

Master of Fine Arts

- Ceramic Art
- Electronic Integrated Arts
- Sculpture/Dimensional Studies (with concentration in glass art or sculpture)

Business Administration

Master of Business Administration

Counseling and School Psychology

Master of Science in Education and Certificate of Advanced Study

- Counseling (School and Mental Health Tracks)

Master of Science in Education

- College Student Development Track

Master of Arts and Certificate of Advanced Study

- School Psychology

Doctor of Psychology

- School Psychology

Education

Master of Science in Education

- Literacy Teacher

Master of Science

- Numeracy

Engineering and Science

Master of Science

- Biomedical Materials Engineering Science
- Ceramic Engineering
- Electrical Engineering
- Glass Science
- Materials Science and Engineering
- Mechanical Engineering

Doctor of Philosophy

- Ceramics
- Glass Science
- Materials Science and Engineering

Credits, Grades and Grade Point Average (GPA)

Grading in graduate courses (except for thesis/project credit and all courses offered by the School of Art and Design) is as follows:

Grade	Grade Points per Semester Hour	Meaning
A	4.00	Superior
B +	3.50	Very Good
B	3.00	Good
C	2.00	Average
F	0.00	Failure
I	0.00	Incomplete

The grade of “I” indicates incomplete course work due to circumstances beyond the student's control. The grade of “I” shall be changed to F by the Registrar if not removed within the succeeding semester. Under extenuating circumstances the instructor may request an extension of the time for the removal of the “I” grade.

In graduate art and art history courses, the only final grades assigned are HP (High Pass), P (Pass), or NC (no credit). A grade point average is not computed for these courses.

Graduate Thesis and Project credits are reported using the grades P (Pass) or NC (No Credit).

The grade of IP (In Progress) may be given for thesis, project, and seminar courses when the work extends by design over multiple terms. The IP indicates that work is in progress and a final grade will be given in the future.

Auditing of Courses

A student may elect to take a course on a non-credit or “audit” basis. The student may also change from credit to audit or vice-versa until the last day to withdraw from the course as designated in the Academic Calendar. An auditor receives a grade of “AU” in the course, and this is recorded on the transcript. Courses audited are charged at 50% of the normal tuition rate.

Any student registering as an auditor in a class must consult the instructor to determine the level of participation the instructor expects of an auditor. If any auditing student fails to meet the expected level of participation, the instructor will notify the Registrar at the end of the term, and the Registrar will drop the student's registration in that class.

Calculating the Grade Point Average (GPA)

Only credits attempted at Alfred University which have received final grades of A through F shall be used to calculate GPA. The term GPA is calculated by dividing the total grade points (or “quality points”) earned by the “GPA Hours” for that term. The cumulative GPA shall be calculated by dividing the total grade points earned at the University by the GPA hours. Courses completed with grades of HP, P and A through C will be counted as credit earned. Courses with grades of W, I, NC, IP, F, and AU will not be counted as credit earned.

Repeating of Courses

When a course is repeated, the course value shall be used only once and the grade points corresponding to the last grade earned shall be used in calculating the cumulative grade point average. While the original grade is no longer used in the GPA, it remains a part of the record and it appears on the student's transcript.

Transfer Credit

No more than 6 graduate semester credit hours may be transferred to the master's degree (except for the M.F.A. degree program, in which no transfer credit is permitted). Students who enter the doctoral program with advanced standing (a master's degree in the field) must complete at least 50% of their credits for doctoral coursework at Alfred University. Acceptance of transfer credit is the prerogative of the director of the particular graduate program. Additional restrictions may apply in specific programs.

Grade Changes

A grade may be changed by the instructor of a course to convert an Incomplete ("I") or In Progress ("IP") to a final grade or to correct an error. The Graduate Program Chair and the Director Graduate Studies must approve all grade changes except for completion of work in courses graded I or IP. Students have one year from the date a final grade is issued to petition for a change of grade.

A student who believes a final grade is not correct should first meet with the instructor. If the matter is not resolved, the student should meet with the division/program chair in the academic area offering the course. If there is no resolution, the student should arrange a meeting with the Dean, or the Dean's designee, of the college or school offering the course. If there is still no resolution, the student may present the case to the Ombudsman for review and a final decision.

Classification of Students

Full-time Student

An enrolled student currently registered for 12 or more semester credit hours.

Part-time Student

An enrolled student currently registered for fewer than 12 semester credit hours.

Degree-seeking Student

Admitted to the Graduate School and enrolled in a program in which the student anticipates earning a degree.

Unclassified (non-degree) Student

Not admitted to the Graduate School or seeking a degree at AU. Non-degree students:

- May complete no more than nine credit hours without applying for admission to a graduate program
- Must be admitted to the Graduate School at least 24 semester hours prior to graduation

Graduation Requirements

All work done in satisfaction of the requirements of an Alfred University master's degree must be completed within a period of six consecutive calendar years from the beginning of the term of admission to the program. No more than six semester credit hours used to satisfy the requirements of one master's degree program may be used to satisfy the requirements of another.

A written application for the conferring of an advanced degree must be made to the Registrar at the Student Service Center at least 60 days before the expected graduation date. Graduation and the awarding of any degree depends upon the satisfactory completion of the course of study prescribed by the degree program elected. The University reserves the right to withhold the diploma for poor scholarship or for other reasons. The detailed requirements for each program of study are found in the “Degree Programs” section beginning on page 42.

Graduate Academic Standing

The Graduate School reserves the right to deny further registration to any student who is not making satisfactory progress. Course work presented in satisfaction of requirements for a degree must be an average grade of B or better (3.00 GPA). Scholastic Standards Committees will review every student's record each semester. They may recommend termination of graduate study for students who do not meet a GPA standard of 3.00 or better each semester and cumulatively or who do not make satisfactory progress in other ways.

Students aspiring to the degree of Doctor of Philosophy, Doctor of Psychology, or Master of Arts in School Psychology are permitted to present no more than six credit hours at the grade of C.

Any student who fails a qualifying or comprehensive examination for the second time is automatically dropped from the Graduate School for academic failure.

Student Appeal for Change of Academic Standing

A student appeal for change of academic status will be made through the student's Dean for presentation to the Program's Scholastic Standards Committee. If the matter cannot be resolved by the Scholastic Standards Committee, the student may appeal to the Provost, or Chief Academic Officer, who may consult the Graduate Council, in reaching a decision.

Registration, Scheduling and Attendance

Any degree-seeking student in attendance during the previous semester who does not complete his/her registration during the period designated by the Academic Calendar will be considered a late registrant. A late registrant should complete registration as soon as possible. Late registrants are subject to a \$35 late registration fee.

Advisor approval is required for each student's schedule or study plan each term. Graduate students may also need the approval of the Director of the program. This requirement applies to both full-time and part-time students in the degree programs.

Adding and Dropping Courses

A course may be added or dropped during the periods indicated in the Academic Calendar. Any course dropped will not appear on the student's transcript. The approval of the student's Dean is required for a student to add or drop after the published deadline and will only be granted in extreme cases. If granted, a \$35 late fee is assessed.

Withdrawing from a Course

A student may withdraw from a course and receive the grade of W with the signature of the lecture instructor and the approval of the student's advisor during the period designated in the Academic Calendar. The approval of the student's Dean is required for a student to withdraw from a course after the published deadline and will only be granted in extreme cases. If granted, a \$35 late fee is assessed.

Attendance

Regular class attendance is expected of all students. Faculty members shall establish their own regulations governing attendance and communicate such to the students. A student in a closed course who does not attend the first class meeting or communicate with the instructor or the Registrar's Office by the close of the day of the first class may be dropped from the course.

Withdrawal, Leave of Absence, and Readmission**Withdrawal from the University**

A student who is obliged to withdraw from the University during the academic year or at the end of any semester should first consult his/her Dean or Program Director. Initiating the withdrawal in this manner is primarily for proper guidance and is also necessary if the student is to receive funds which may be due.

Readmission

A student who has withdrawn from the University or been suspended or dismissed for any reason may be granted the opportunity to return. Application for readmission must be in writing to the Director of Admission. These applications should be submitted at least one month prior to the time the student is eligible to return.

Leave of Absence

Alfred University recognizes that there are many good reasons why a student may want to temporarily interrupt his/her education. Therefore the University has established a leave of absence policy that assures a student the right to continue his/her education following a specified leave period. The following principles govern the leave of absence policy:

- A student must make a written request for a leave of absence to the Program Director or Dean. The request must include the reason(s) for the leave and the length of time the student plans to be away. Leaves are generally granted for one or two semesters. A leave of absence will not usually be granted for a semester in progress.
- Before granting a leave the Dean may discuss with the student his/her written request and specific action plan for the leave.
- Once a leave is granted the Dean will notify other interested University officials of the decision and the expected date of return.
- There are circumstances (for example, a felony conviction) under which a student's leave, and eligibility to return to the University, may be canceled.
- A student who is granted a leave of absence to deal with medical and/or psychological problems may be requested to submit a clinical evaluation to the program director before consideration can be given for return to Alfred University.
- Students on an approved leave of absence who do not resume studies when the leave expires are withdrawn from the University.

Grades for Students Leaving School during the Semester

A student who formally leaves school during a semester will be given W grades in registered courses providing the last date to withdraw from each course as published in the Academic Calendar has not passed. In those courses where the last day to withdraw has passed, the instructor will record a final (non W) grade.

In cases of special circumstances the student's Dean or Program Director can permit W grades to be recorded for any or all courses after the deadline has passed.

Academic Dishonesty (Unethical Practices)**Definition**

Unethical conduct or academic dishonesty is defined as any action that enables students to receive credit for work that is not their own. Such conduct will not be tolerated in any form. Academic dishonesty can occur both in and outside the classroom, studio, or lab. In the context of tests, quizzes, examinations, or other in-class work, dishonest practices include, but are not limited to:

- Marking an answer sheet in a way designed to deceive the person correcting it.
- Possession of unauthorized material that could be used during a quiz, test, or examination for the purposes of cheating
- The unauthorized use of books or notes during a quiz, test, or examination.
- The hiding or positioning of notes or other tools for the purposes of cheating on a quiz, test, or examination
- Possession or knowledge of any examination prior to its administration.
- Looking at someone else's quiz, test, or examination without the express permission of the instructor
- Any form of communication during a quiz, test, or examination
- In the context of writing assignments, research projects, lab reports, and other academic work completed outside the classroom, dishonest practices, commonly referred to as plagiarism, include but are not limited to:
 - Lack of adequate and appropriate citation of all sources used
 - The appropriation of another's ideas, analysis, or actual words without necessary and adequate source citations, either deliberately or inadvertently
 - The copying, purchase, or other appropriation of another person's academic work with the intention of passing it off as one's own original production
 - The creation of a document by more than one student that is then submitted to the instructor as the original creation of only one student, without the express permission of the instructor
 - Submitting the same piece of work to more than one instructor without the express permission of ALL instructors involved

Guidelines for Avoiding Dishonest Behavior

The following guidelines are included to assist students in avoiding dishonest behavior in their academic work, particularly in writing assignments, research projects, and lab reports.

A. Students' written work should reflect their own personal preparation for the assignment, such as reading books and articles, performing research on the internet and in electronic databases, and taking notes in class and during the research process.

B. Students should avoid using the actual words of the authors of their sources whenever possible, opting instead to demonstrate an understanding of the authors' ideas by rewriting them in their own words.

C. All ideas and analyses that are derived from other authors must be attributed to those authors in the form of appropriate source citations, even when their own words are not used. Source citations usually take the form of footnotes, endnotes, or parenthetical citations in addition to a formal bibliography and/or works cited page at the end of the writing assignment. The format for these source citations depends on the conventions of each academic discipline: consult your instructor as to the appropriate form to use.

D. When the use of an author's specific text is unavoidable or necessary, that material must be identified as a direct quotation and must either be surrounded by quotation marks or formatted as a block quotation. Appropriate source citations must follow all quotations, as per the instructions above.

E. Circumstances when direct quotation is necessary or desirable include:

- 1) The wording of the text is essential to the student's own analysis.
- 2) The text exemplifies the author's particular perspective.
- 3) Quoting the text is a more efficient way of presenting the author's ideas than a more elaborate and lengthy paraphrase would be.

It should be noted that lengthy quotations or their overuse is neither desirable nor appropriate in most instances and should be avoided. Additionally, over-reliance on lengthy quotations can be considered a form of plagiarism.

F. Some instructors find collaborative assignments useful. Students may be allowed to collaborate in shared assignments only with the specific permission of the instructor. In those circumstances the limits to the collaboration will be established by the instructor and students should be aware that they are responsible for maintaining the appropriate limits to that collaboration.

Procedures

Graduate students at Alfred University are expected to maintain generally accepted standards of academic honesty and professional integrity. Failure to do so will lead to dismissal from the Graduate School.

Instructors who believe an unethical practice has occurred should take the following steps:

A. The instructor will advise the student orally as soon as possible after the offense is observed. This will allow simple misunderstandings and misinterpretations to be resolved.

B. If the instructor remains convinced that an offense has occurred, a written statement of the offense will be sent to the student, with a copy sent to the academic dean or graduate program director.

C. The student's academic dean or program director should advise the student of appeals procedures which are available. A student charged with an unethical practice may appeal to the appropriate program committee.

Course Numbering System

Courses offered at Alfred University are numbered as follows:

001–099 Courses of a remedial nature that do not carry credit toward any University degree.

- 100–199 Courses without prerequisites primarily for undergraduate students in their first year of study.
- 200–299 Courses with or without prerequisites primarily for undergraduate students in their first or second year of study.
- 300–399 Courses usually having prerequisites and offered primarily for undergraduate students in their third or fourth year of study.
- 400–499 Advanced courses primarily for undergraduate students in their fourth year of study.
- 500–599 Courses primarily for graduate students. With permission of the instructor, undergraduate seniors in good standing may enroll in these courses for undergraduate or graduate credit. (May count for graduate credit only if not required to complete the undergraduate degree.)
- 600–699 Advanced graduate courses open only to graduate students.
- A few designated courses at the 400-level may be taken for graduate credit only by students who have been formally admitted to the Graduate School prior to the registration; permission of the advisor is required.

Accreditation

Alfred University is accredited by the Middle States Association of Colleges and Secondary Schools. It is an institutional member of the American Council on Education, the Association of American Colleges, the College Entrance Examination Board, and the Council of Graduate Schools in the United States. Because all graduate programs are specifically approved by the New York State Education Department, students who are residents of New York State are eligible for Scholar Incentive Awards. The appropriate graduate programs in Education, Counseling and in School Psychology have been registered by the Education Department and recipients of such graduate degrees are eligible for the corresponding certification in New York State.

The School Psychology Doctoral Program is accredited by the American Psychological Association (APA). The Master of Arts/Certificate of Advanced Study Program in School Psychology is approved by the National Association of School Psychologists (NASP) and offers its graduates national certification. The Masters program in Education has been accredited by The Teacher Education Accreditation Council (TEAC). In addition graduates of the doctoral program in School Psychology are eligible for licensure as a psychologist in New York State. The Art and Design program is accredited by the National Association of Schools of Art and Design (NASAD). The Masters in Business Administration program is accredited by the Association to Advance Collegiate Schools of Business - International (AACSB).

Research

Members of the Alfred University faculties are actively engaged in research in many academic areas. Current research projects are supported by governmental agencies, the State of New York, and industrial sponsors. Participation in such scholarly activity is a part of the training of all graduate students, as appropriate to the program elected.

Division of Counseling and School Psychology

The Division of Counseling and School Psychology is well known for the continuing contributions of its faculty to the scholarly literature in psychology, school psychology, educational psychology, counseling, and special education.

Faculty members in the Division work cooperatively with Master's and Doctoral students, and with faculty members in other divisions and other universities. They conduct research in their areas of specialization, supervise dissertation research, direct sponsored projects, serve on the editorial boards of journals, and assist schools and other agencies with applied research and program evaluation projects.

Doctoral students in School Psychology are encouraged to participate in a scholarly apprenticeship throughout their program of study, under the direction of their advisor or other mentor. The apprenticeship is designed to introduce students to the process of scholarship and to supplement coursework in research methodology. Students are expected to become gradually more independent over the course of the apprenticeship. The Division has a number of resources for the support of research.

The Lea R. Powell Institute for Children and Families is an organizing entity for the research, training, and service missions of the Division. It includes the Center for Rural School Psychology (CRSP), the Child and Family Services Center (CFSC), and the Powell Development Program.

The Center for Rural School Psychology, the in-service training arm of the Institute, offers continuing professional development for current practitioners. The Child and Family Services Center (CFSC), the service entity of the Institute, is a newly renovated spacious facility with a state-of-the-art audio-visual communication and observation system. Students gain supervised experience working with children and families in this community clinic. The Institute's Powell Development Program provides start-up funding for research projects carried out by students and faculty members in the Division of Counseling and School Psychology and prepares grant initiatives in collaboration with the faculty.

The Division, through the sponsorship of the Powell Institute for Children and Families, has received numerous government and privately funded grants, contracts and gifts totaling over eight million dollars. These projects have supported the education and training of school psychology students to gain specialized skills in the delivery of psychological services to children, families, and schools. The most recent personnel preparation training grant prepares students to lead school districts in the implementation of a "Response to Intervention" model of developing interventions for literacy and numeracy achievement and tracking progress towards academic goals.

Included in Institute programs is federal grant funding totaling more than 2.3 million dollars provided by the Office for Juvenile Justice and Delinquency Prevention for the establishment and operation of the Rural Justice Institute at Alfred University. This Institute consists of faculty and professional staff representing various disciplines who develop partnerships with local agencies to provide training and community education, prevention programming in schools, and research projects related to domestic and school violence and prevention services. Students are key partners in conducting, presenting, and publishing research from the Rural Justice Institute as well as delivering prevention programs.

The ACCESS program, funded for \$600,000 through the Substance Abuse and Mental Health Services Administration, established a model demonstration program of school psychology practice in rural communities that focuses on the integration of university, local school district, and community resources to meet the mental health needs of children and families in rural areas. The project consists of two components: fellowships for students who receive training in delivery of mental health services in rural areas, and the development of school-based mental health centers by the Division's Child and Family Services Center in schools serving children and families in isolated, rural areas with limited availability of mental health services. The participating school districts provide the physical space necessary for the provision of psychological services to children and families and Alfred University places advanced level student clinicians at each of the rural schools to provide individual, group, and family counseling services and parent education and support.

Kazuo Inamori School of Engineering

The faculty in the Inamori School of Engineering is well known for its contributions to various fields of science and engineering. They direct sponsored research projects, supervise undergraduate and graduate research theses, contribute to the science and engineering literature, and participate in professional engineering societies.

The School actively promotes the collaborations of its student and faculty with other science and engineering professionals. Students participate in internships and on-campus research projects sponsored by industrial organizations, national laboratories, and government agencies. Graduate students and faculty conduct experiments at national and international user facilities. Members of the faculty serve as visiting scientists and visiting professors at other research and education institutions.

Research in the Inamori School of Engineering ranges from basic science to applied engineering. In the materials programs, areas of specialization include atomic modeling; solid-state chemistry; ceramics processing and manufacturing; powder synthesis and characterization; structural and high-temperature materials; fractography; electroceramics; interfaces and composites; biomaterials; glass; optical materials; and materials characterization. In the Mechanical Engineering program, areas of specialization include heat transfer, mechanics of materials, and finite-element modeling. In the Electrical Engineering program, areas of specialization include communications and control systems, thin film deposition, solid-state devices and optoelectronics. More information about the specific activities and research interests of the faculty can be found at www.alfred.edu.

The Inamori School of Engineering maintains an annual research budget of around \$ 6M. The research is sponsored by federal and state agencies, industrial organizations, philanthropic foundations, and the New York College of Ceramics. Monies received through these grants and contracts support the educational mission of the School. Many undergraduate and graduate students work on sponsored projects, gaining experience as well as financial assistance.

Several focused research and educational centers reside within the School of Engineering. The Center for Advanced Ceramic Technology (CACT) – a joint enterprise between the University, government, and industry – facilitates research and development of high-technology ceramics that possess the potential for to profit both the scientific community and the industrial base of New York State.

Funded by the New York State Office of Science, Technology, and Academic Research (NYSTAR), the CACT provides matching funds for research projects sponsored by participating industries. The Center for Environmental and Energy Research (CEER) is a multidisciplinary research effort involving university faculty, industrial partners, and state and federal partners, including the U.S. Environmental Protection Agency (EPA). Additional information regarding the mission and activities of these centers can be found at www.alfred.edu.

Research is conducted with state-of-the-art equipment housed in over 40,000 square feet of laboratory space. Major facilities are available for ceramics processing, powder characterization, x-ray diffraction, electron and optical microscopy, thermal analysis, spectroscopy and optical-properties characterization, chemical and surface analysis, electrical characterization, mechanical testing, electromechanical analysis, glass-fiber drawing, thin-film deposition (sputtering, plasma, laser, e-beam, APCVD), molecular simulation and computer modeling, molecular cloning, cell culture, and protein engineering, and electronics design and testing (VLSI, signal processing, controls and communications). The Renewable Energy Laboratory is also equipped with a 10-kW wind turbine system mounted on a 120-foot high-guyed tower. Most graduate students have their own computers. In addition to individual and laboratory computers, there are centrally located facilities with a range of data analysis and graphic applications.

Alfred University and the College of Ceramics, along with Corning Incorporated, jointly created the Ceramic Corridor Innovation Center project and Alfred Technology Resource, Inc., a non-profit corporation community of two new buildings facilitating the start-up of new ceramic-related business enterprises.

School of Art and Design

The Fine Arts graduate programs at Alfred University, School of Art and Design are ranked in the top five nationally by *US News and World Report*. The graduate program in Ceramic Art is consistently acknowledged as number one. Alfred's ceramic artists, sculptors, painters, printmakers, photographers, video artists, designers, and art history scholars are recognized by galleries and museums worldwide. They have received numerous grants, served on major art councils and museum boards, and have traveled internationally as visiting artists and scholars. Faculty and student exchange programs exist in China, Australia, and Europe. The expertise of these men and women provides a cutting edge, as well as comprehensive education in Art and Design.

University Libraries

Herrick Memorial Library

Herrick Library is committed to providing strong, curriculum-centered collections, personal service, and state-of-the-art access to information.

Herrick Memorial Library reopened in 2007 after an extensive renovation. It is now able to provide more public space for group study, supported by appropriate technologies, in its Learning Commons. There is space for reflection and/or discussion in its café, where new journals, books and newspapers can be enjoyed with coffee and snacks. An all-night study room is available for use after the library itself closes, providing study space 24/7 during the academic year. The library offers four meeting rooms which can be reserved by members of the Alfred University community.

There are 40 computer workstations throughout the building and an additional 20 laptops which can be checked out for use in the library. Wireless access is available throughout the building.

Herrick Memorial Library's web page [<http://herrick.alfred.edu>] provides round-the-clock access to the library catalog, electronic reserves, electronic journal indexes, and specialized databases, as well as websites selected by our librarians to support student and faculty research. Herrick subscribes to more than 500 periodicals in print and provides online access to over 30,000 periodical titles and over 25,000 books. Its collection numbers nearly 250,000 items, including recreational collections of fiction, DVDs, Videos, Audiobooks and CDs.

Herrick also offers Interlibrary Loan and Document Delivery Service, which provides access to materials from other libraries and sources in the U.S. and foreign countries. Professional research support is available more than 40 hours a week, enabling library users to make the most of their research efforts. Research questions can be submitted to "Ask a Librarian" on the library's web site at any time.

Herrick's librarians are committed to supporting the University's educational mission; and particularly, to promoting information literacy skills. It is the Library's goal to teach students how to effectively locate, process, organize, and utilize information. This is accomplished through course-related and individualized instruction as well as by providing research guides for specific subject areas. Herrick offers a combination of comfortable seating, carrels and tables to accommodate a variety of studying styles. Study rooms provide opportunities for group study and group project work. Special Collections and Archives, located on the top floor of Herrick Library, will offer its collections and services, by appointment, in a climate-controlled area which features an ornately decorated reading room with seventeenth century English oak paneling. The Archives provide primary source materials which document the history of the University.

Scholes Library

The Samuel R. Scholes Library of Ceramics, established in 1947, is a special library providing academic support for the University's statutory and non-statutory programs in art and engineering. The Scholes Library collections are recognized internationally as a resource for information on the art, science, technology, and history of ceramics and glass. The library also has outstanding holdings in the areas of advanced materials, photography, art history, contemporary art, electronic media, graphic design, glass art, and sculpture. The collections include 70,000 books, 37,000 bound periodical volumes, over 560 current journals in print, 63,000 government research reports, 170,000 slides, 1200 videos, and materials in a variety of other media formats. Scholes Library shares online access to over 30,000 periodicals and 25,000 books with Herrick Library. During the academic year the library is open 96 hours per week, with extended hours during final examination periods. Professional reference service is available during most hours that the library is open. The library faculty are dedicated to providing undergraduate and graduate students with the skills they need to locate and use information effectively. In addition to providing assistance at the Reference Desk, the librarians offer group and individual instruction sessions tailored to the needs of art and engineering students at all levels.

Scholes Library is a four-story facility designed to provide outstanding information services. There are group study rooms, graduate carrels, and faculty studies, as well as a 24-hour study room available year-round. There is wireless access throughout the building. The library's Web page [<http://scholes.alfred.edu>] provides quick links to the online catalog and many specialized indexes, full-text and image databases, and thousands of other resources available 24/7. Both of the Alfred University Libraries are full participants in the SUNY*Connect* initiative linking libraries on the campuses of the State University of New York into one large "virtual library," greatly expanding access to print and electronic resources for all Alfred University students.

Computers are available for student use throughout the library; the newly dedicated Gibbs Research Commons has greatly expanded open computing for students with an array of new hardware and software, plus comfortable furniture for individual or collaborative work. Other services available to both students and faculty include classrooms equipped for slide, film, and computer data projection, an extensive Visual Resources facility, and spaces for individual or group media viewing. The Special Collections Room houses rare and unique materials, including a collection of artists' books and all original theses and dissertations by graduates of the New York State College of Ceramics at Alfred University.

The College Archives preserve historical documents and photographs relating to the history of the College; also located here are the Archives of the National Council on Education for the Ceramic Arts (NCECA). Under the supervision of a trained archivist, this facility serves as a resource for scholars researching the history of American ceramics.

Technology Resources

Alfred University is committed to providing a campus computing environment where technology is fairly and equitably distributed in support of the University's educational mission.

Our ultimate goals for the use of information technology are to prepare students for an information-based workplace, enabling them to seek, organize, analyze, and apply information and associated technologies appropriately; to provide anytime/anywhere learning opportunities for students and faculty; to enrich the learning environment; and to improve productivity and cost-effectiveness where possible and practical.

The University has a multi-million dollar 100 Mbps network that provides internet access to every residence hall room, classroom and office on campus 24 hours per day, 7 days per week. The network backbone was installed with Gigabit fiber in anticipation of meeting future needs. In addition, the University has embarked on an aggressive computer upgrade initiative, replacing servers, computers in residence halls, student labs and faculty offices in an on-going 3-year cycle.

The University uses a variety of approaches in making computers available to students. General and specialized computing labs are located throughout the campus providing access to Windows, Macintosh, and Linux operating systems.

Laboratory computers are pre-configured with Microsoft Office Professional desktop software, FireFox, and Microsoft Internet Explorer. Specialized software such as SPSS, MathCad, Visual Basic, C++, etc. are available in a number of lab settings. Every residence hall on campus has a computer room.

Wireless network access is available in the libraries, Powell Campus Center, most academic buildings and a large portion of the residence halls; additional sites are being added as funds become available. AU students, faculty and staff have unlimited access to these services at no charge. Email, file storage space and personal web page hosting services are also provided free of charge.

The University's two libraries make their catalogs and a wide variety of electronic databases and information resources available through their well-developed Web Pages. This means that students, faculty and staff can access research information from any place with Internet access at any time of day or night.

Students may borrow laptops (PC or MAC) through ITS equipment lending in Pearlman hall. This program enables students with short-term computing needs to borrow a laptop for use anywhere on or off campus.

Alfred University provides a wide range of Web communication resources, including Blackboard learning management system, Alfred Today, and the student Web portal, which support student academic, extracurricular, and social life.

Students can now register for classes through the on-line BannerWeb process. They can review their grades, check their student account, and print off their class schedule to name just a few of the features that Banner now provides.

The AU Information Technology Help Desk provides service-oriented support for campus technology needs and also offers a learning laboratory experience for students through its Student Technology Assistants (STA) program.

Religious Beliefs and Class Attendance

No person shall be expelled from or refused admission as a student to an institution of higher education for being unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days

- Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence, be excused from any examination or any study or work requirements
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make equivalent opportunities available to any student absent from school because of religious beliefs, to make up any examination, study, or work requirements which might have been missed because of such absence. No fees of any kind shall be charged for making such equivalent opportunity available
- If classes, examinations, study or work requirements are held after 4:00 p.m. on Friday, or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so, and no special fees shall be charged for these.

In carrying out the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions in this section. Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with these provisions shall be entitled to maintain an action or proceedings in the supreme court of the county to enforce his/her rights under this section.

Student Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) affords Alfred University students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, division chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of those education records believed by the student to be inaccurate or misleading. Students should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is believed to be inaccurate or misleading. If the University official responsible for the record decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. In the same notification, the University will also advise the student of procedures for a hearing. Insofar as possible, the services of the University Ombudsman and the members of the Ombudsman's Student Grievance Committee will be used in these instances.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent may be made as follows:
 - To school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Security and Health Center personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or a collection agent and, specifically, the National Student Loan Clearinghouse and, for those students purchasing health insurance through the University, Academic Risk Management); a person serving on the Board of Trustees; or a student serving on an official University committee charged with a task that involves review of education records, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - To parents of dependent students.
 - In connection with financial aid.

- To Federal State, and local authorities in connection with an audit or evaluation of compliance with education programs.
 - To organizations conducting studies for or on behalf of educational institutions.
 - To comply with a judicial order or subpoena. (In most cases, the University must make reasonable effort to notify a student in advance of compliance.)
 - In connection with a health or safety emergency.
 - To an alleged victim of a crime of violence, the University may release the results of a related judicial hearing. If the charges involve sex offenses (forcible and non-forcible), the student bringing the charges as well as the student charged will be informed of related judicial hearing results.
 - To the student.
 - To the public, at the discretion of the University, those portions of education records defined as “Directory Information.” Note, however, that students may request that the University withhold Directory Information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alfred University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
- Family Policy Compliance Office
 - U.S. Department of Education
 - 600 Independence Avenue, SW
 - Washington, DC 20202-4605