

## 42 Academics

### University Academic Program

The University baccalaureate program is designed to be accomplished in eight semesters of 15 weeks each (inclusive of final exams). The typical academic load of full time students at Alfred University is 16-18 credit hours per semester.

Most courses meet for 1 (50-minute) hour per week for each semester credit hour, or the equivalent. Art studios meet for 1.5 to 2 hours per week for each credit hour; laboratory sections meet for at least 2 hours per week throughout the semester. On a weekly basis, students should expect to spend a minimum of two hours outside of class studying and completing assignments for each hour spent in class; about 45 hours of total learning time per credit hour. Students taking an online course should, likewise, expect to spend about 45 hours of total learning time per credit hour; the same amount of time as in a traditional, on-campus course.

The Registrar and the Deans review the class schedule each semester and review at least annually courses and programs as published in our catalogs in order to ensure compliance with credit hour requirements.

#### Student Classification

**Class Standing** (based on semester credit hours earned)

Freshman	Sophomore	Junior	Senior
0-29	30-59	60-89	90+

#### Enrollment Status

Full-time student: Currently registered for 12 or more semester credit hours.

Part-time student: Currently registered for fewer than 12 semester credit hours.

#### Degree Requirements

In order to satisfy the requirements for a Bachelor's Degree a student must:

- Complete all course requirements, including those required for the major, general education, and the minimum number of credits for the degree sought as set forth by the faculty of the college or school in which the student is enrolled, and as described under "major requirements" in this catalog.

**Note: A three semester hour transfer course may be used to satisfy a four semester hour AU requirement in a major or in general education. However, the minimum number of total semester credit hours for the degree must still be earned to complete degree requirements.**

- Earn a cumulative grade point average (GPA) of at least 2.00.
- Satisfy the Global Perspective Requirement

This requirement may be satisfied by:

1. Taking an approved "GP" course (see p.66)
2. Participating in an international co-op program or internship
3. Studying abroad
4. Going on a course-based faculty-led international study trip

- Satisfy the Physical Education requirement.

This requirement may be satisfied by successfully completing two activities in any one of the items listed below, or in a combination of items:

1. A physical education activity course (PHED 100-level or those specific Dance and Equestrian courses that indicate that they apply to "PE Requirement")
2. Participation in a varsity sport for an entire season (participation in the same varsity sport more than once counts as only one of the two required activities)
3. A lifetime sports proficiency examination (requires both written and physical tests; current fee: \$225.00)

4. Students in the College of Liberal Arts and Sciences may count up to eight semester credit hours of physical education activity courses (100-level PHED or EQUS) toward the 124 credit hours needed for the degree. Students in the Inamori School of Engineering, the School of Art and Design, and in the College of Professional Studies may count no credits earned in 100-level PHED or EQUS courses toward the minimum number needed for the degree.

Note: The PE Requirement is waived for those 25 years of age or older as of the date of matriculation. (The date of matriculation is the first day of classes in the term admitted to an AU degree program.)

- Request legal conferral of degree (apply to graduate) and satisfy financial obligations to the University. Written application for graduation must be made to the Registrar at least 60 days before the expected degree conferral date.
- Earn at least 45 semester credit hours at Alfred University.
- Be in residence at Alfred University at least during the final 30 credit hours earned toward the degree (see policy on Transfer Credit, p. 60).

### **Double Major/Double Degrees**

Students earn one baccalaureate degree with two majors (“double major”) if the majors are offered in the same College or School (except for BS and BFA in the School of Art and Design; see below). Students must complete the requirements for both majors and all other baccalaureate degree requirements that were in effect when the student was admitted (or last readmitted) to undergraduate study at AU. This includes all University, College/School, and major requirements. There is no total credit hour requirement for a double major beyond the minimum required for the degree program when only one major is completed. One diploma is presented at graduation. Note: A student may not add a second or subsequent major to a degree that has already been awarded.

Students may earn two baccalaureate degrees to be awarded simultaneously (“double degrees”) when the two degree programs are offered within the School of Art and Design (B.S. and B.F.A.) or when the two programs are offered by two distinct AU Colleges/Schools. (e.g.: B.A. in the College of Liberal Arts and Sciences and B.F.A. in the School of Art and Design; B.S. degrees offered in the College of Professional Studies and in the Inamori School of Engineering.)

To receive two degrees simultaneously, students must complete all University, College/School, and major requirements in effect for both programs at the time the student was admitted (or last readmitted) to undergraduate study at AU and earn a minimum of 148 semester credit hours. Two diplomas are presented at graduation.

### **Bachelor of Arts Degree for Those Holding a Professional School Degree**

Any person who has completed three or more years at Alfred University, who holds no undergraduate degree, and who has subsequently earned the M.D., D.D.S., D.V.M., J.D., or comparable professional degree from an accredited college or university, will be granted, upon request, an Alfred University Bachelor of Arts degree. Upon receipt at AU of an official transcript from the school that conferred the professional degree and of an Application to Graduate, the B.A. degree will be conferred at the next opportunity (August, December, or May).

### **Degrees Awarded Posthumously**

Alfred University may confer posthumous baccalaureate and graduate degrees upon students who are deceased prior to completion of all degree requirements of the program being pursued.

To be eligible for consideration, the student must have been nearing completion of coursework required for the degree and must have been in good academic standing with a grade point average sufficient to have earned the degree. Recommendation for award of the degree must be made by the faculty in the student's major area, and approved by the Chair or Director, the College or School Dean, and the Provost. Final approval for awarding of posthumous degrees shall rest with the Board of Trustees, which will act upon the recommendation of the President of Alfred University.

### Credits, Grades and Grade Point Average (GPA)

The following grade designations are used at the undergraduate level:

Grade	Grade Points per Semester Hour	Meaning
A	4.00	Exceptional
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Acceptable
C-	1.67	
D+	1.33	
D	1.00	Poor
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress (at an interim point in a course that extends, <i>by design</i> over multiple terms)
P	0.00	Pass
W	0.00	Withdrawn
AU	0.00	Audit (non-credit)

The grade of I indicates incomplete course work due to circumstances beyond the student's control. The Registrar shall change the grade of I to F if the incomplete is not removed within the succeeding semester, unless the instructor grants an extension of the time period for completing the unfinished work.

### 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 grades I, IP, P, W, and AU are *not* used in calculation of GPA.) The term GPA is calculated by dividing the total grade points (or "quality points") earned by the "GPA Hours" for a given term. The cumulative (or "overall") grade point average is calculated by dividing total grade points earned to date by total GPA hours to date. The credit hours for courses passed (those with grades of P or letter grades of D or above) will be counted as credit earned. Grades of I, IP, W, F and AU (audit) do not earn credit.

### Pass/Fail Grading

- Undergraduate students may designate up to four semester hours each semester to be taken for a grade of P or F provided they have not been previously enrolled in the course and the course is not a required course in their major program. Grades of D or better will be recorded as P. Advisor approval is required. The periods for selecting and canceling the Pass/Fail option are designated in the Academic Calendar. These additional limitations apply:

- Students in the College of Liberal Arts and Sciences may not take courses that fulfill major, minor, or General Education requirements on a Pass/Fail basis
  - Students in the College of Professional Studies may not take courses that fulfill major requirements, or liberal arts credits for the BA or BS degree, or requirements for the minor, on a Pass/Fail basis
  - Students in the Inamori School of Engineering may not use the Pass-Fail grading system for any course presented for graduation credits, except in the following instances: Co-op, off-campus study, and ENGR 160/360 Seminar
2. Certain courses may be designated by the college curriculum committees to be graded only Pass or Fail.

### **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 an auditing student fails to meet the expected level of participation, the instructor will notify the Registrar when final grades are submitted, and the Registrar will cancel the student’s audit registration in that class.

### **Repeating of Courses**

When a course is repeated, the course credits shall be used only once and the grade points and credits corresponding to the most recent grade earned shall be used in calculating the cumulative GPA. 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. If a course cannot be repeated because it is no longer offered, a course with similar content may, with permission of the Dean, be taken in place of the original and recorded as a repeat.

### **Grade Changes**

All grade changes must be completed prior to the Registrar’s certification of graduation. Assigning course grades at Alfred University is the exclusive responsibility of course instructors. Nothing in this policy shall be construed to limit the ability of the Registrar to change grades of incomplete (I) to fail (F) in accordance with the policy on grades of “Incomplete.” Nothing in this policy shall be construed as substituting or supplanting rules, regulations, or procedures contained in the policy on Academic Dishonesty.

- A grade may be changed by the instructor of a course to convert an Incomplete or IP to a final grade.
- A grade may be changed by the instructor of a course to correct an error. The Division/Program Chair and appropriate Dean must be notified of all grade changes in writing (stating reason(s) for the change) except for completion of work in courses graded I or IP.
- Once assigned, only the course instructor can change a course grade, except in rare circumstances when the course instructor’s supervising Dean may change a grade. (See Appendix B in the Undergraduate Academic Regulations on [my.alfred.edu](http://my.alfred.edu) for specific information on the circumstances under which a Dean may change a grade.)

**Petition for Change of Grade**

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 who assigned the grade. If the matter is not resolved, the student should meet with the Division/Program Chairperson in the academic area offering the course in question. 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 appeal the decision of the faculty member to the Ombuds Officer. Should a request for an appeal be made to the Ombuds Officer an appeals committee will be assembled. The appeals committee will be constituted by the Ombuds Officer within 14 semester days. Membership of the appeals committee shall include one student, to come from the University Student Grievance Committee, and two full-time tenured faculty. If the Student Senate has not appointed members of the Student Grievance Committee, or if those members stand in a conflict of interest with the petitioning student, the Ombuds Officer may select any full-time senior student for this purpose.

The appeals committee should meet as soon as possible after members of the committee have been selected. The appeals committee will review the case and prepare a written recommendation to be forwarded to the Provost. The Provost will make the final decision within seven semester days and officially notify, in writing, the student, the instructor(s) and Dean involved in the case.

The student may bring one other student or employee from Alfred University to the appeals committee hearing. Only members of the university community shall be permitted to attend the hearing. The invited other person shall not have the right to speak or otherwise participate in the hearing. No sound or video recording of the appeal committee hearing shall be permitted. All testimony given at the hearing shall be considered confidential except for communication to appropriate university faculty and administrators.

**Transfer of Credit**

Undergraduate students must complete at least 45 credit hours in residence at Alfred University. "In residence" means courses offered by Alfred University on campus, at an extension site, or through distance education. Students must complete their final 30 semester credit hours in residence. Students who have met the 45 hour residency requirement and who are approved for study abroad in the second to last semester before graduation are exempt from the requirement to be in residence for the final 30 credit hours, but must be in residence in the final semester. Students who have met the 45 credit hour residency requirement and who need no more than eight semester credit hours to complete degree requirements may petition the Dean for permission to complete the remaining requirements elsewhere.

For credits to be transferred toward the AU degree, final, official transcripts from previous institutions must be received by the Office of the Registrar within one year of admission to AU as a degree-seeking student or within one year of an approved study away program.

When applying for admission to Alfred University, send official transcripts to:

Office of Admissions  
Alfred University  
One Saxon Drive, Alumni Hall  
Alfred, NY 14802

Once admitted to AU, send official transcripts and any other academic records to:

Registrar  
Alfred University  
One Saxon Drive  
Alfred, NY 14802

### **Transferable Credit**

Alfred University accepts transfer credits from those U.S. colleges and universities that are accredited by one of the regional accrediting bodies, such as the Middle States Association of Colleges and Schools. Credits earned at U.S. institutions that are accredited instead by one of the recognized national accrediting organizations, such as the Accrediting Council for Independent Colleges and Schools, will be considered for transfer of credit on a case-by-case basis.

Transfer credits from institutions outside the U.S. are considered on a case-by-case basis after the credential has first been evaluated by a recognized agency specializing in evaluation of international transcripts, such as World Education Services. (Evaluation by an outside agency is not required for transcripts issued by Canadian institutions.) Also considered are transfer credits for military training and education (other than training in military science) as recommended by the American Council on Education.

Only courses comparable to the types of courses offered at Alfred University are considered for transfer. Examples of coursework not acceptable are courses in vocational fields or those considered to be technical training. Mathematics courses below college algebra are not accepted. The coursework must be appropriate and applicable to some component of an AU bachelor's degree program, including general electives.

In courses graded A-F, only those courses in which the student has earned a "C" or above will be accepted. In courses graded pass/fail or credit/no credit, grades of "pass" and "credit" are accepted.

Grades received in courses taken at other institutions are not included in the calculation of the overall Alfred University GPA, so it is not possible to replace a grade earned at AU with a grade earned in an equivalent course taken elsewhere. Further, if a student repeats at Alfred University a course equivalent to one previously transferred, the grade and credits from the AU course are used in the calculation of GPA and total credit hours. The credit that had been transferred is excluded and no longer counts as credit earned.

Transfer credit evaluations are made under the direction of the Dean of the college in which the student is enrolled or wishes to enroll. The Registrar's Office posts the transfer credit to the student's record.

Once admitted to AU, a student must have the permission of the Dean in advance to take courses at another institution and to transfer this credit back to Alfred University. Petition forms to take courses elsewhere after admission to AU are available in the Student Service Center in Seidlin Hall.

### Number of Credits Transferable

The maximum number of semester credit hours transferable toward any Alfred University degree program from all sources combined is 75, to include credit from other institutions, credit as recommended by the American Council on Education, and credit from standardized exams (see below). The 75-credit-hour maximum applies to transfer credit earned both before and after admission to an AU degree program.

### Credit by Standardized Exams

To encourage students with outstanding ability and enterprise, Alfred University places special emphasis on advanced placement and other exams that assess college-level learning that occurred outside of the traditional college classroom setting. Through these examination programs, students may earn appropriate credit for courses at any level where college-level learning can be demonstrated. AU recognizes these programs:

- The **Advanced Placement** Program of the College Entrance Examination Board (AP). (For a list of scores accepted and corresponding transfer credit given at AU, see the AP Credit equivalencies chart on p. 83)
- The **International Baccalaureate** Program (IB). Alfred University will grant 30 semester hours of credit (sophomore standing) to students who have earned the International Baccalaureate diploma in high school. Students who have not completed the diploma will be awarded equivalent credit up to two introductory courses for each IB exam, depending on level of the exam and the score achieved. (For a list of scores accepted and corresponding credit awarded, see the IB Equivalencies chart on p. 84.)
- The **College Level Examination Program** of the College Entrance Examination Board (CLEP). Only the CLEP subject exams taken prior to admission are considered for credit toward the degree. (See the CLEP Equivalencies chart on p. 85.) Students who wish to take a CLEP Exam for credit after being admitted to a degree program at AU must receive permission in advance from the Dean of their college or school.
- Other standardized exams where no prescribed policy has been determined (DANTES, ECE) are considered on a case-by-case basis for transfer credit. Exam results are compared with national norms to determine credit and/or advanced placement.

Credits awarded from AP, IB, CLEP or from any other standardized exam program are considered to be transfer credits. They count toward the 75 credit hour limit on total transfer credit, and they do not affect the AU GPA.

Credits from standardized exams are evaluated separately by Alfred University from original score reports only, not from the transcript of another college or university. Students are responsible to make sure official score reports are received in the Office of the Registrar within one year of admission to AU as a degree-seeking student. Scores received after this time cannot be counted as credit toward the degree.

### Alfred University Challenge Exams

Currently enrolled degree-seeking students may request a challenge examination for any undergraduate course which has not already been taken at Alfred University. (If any grade other than a “W” has been recorded at AU, the course cannot be challenged.) Students cannot take a challenge exam for any course that is a prerequisite for or a lower-level course for which they have already received credit. The student’s Dean determines if an eligible course is appropriate for completion through a challenge examination.

Credits earned through an AU Challenge Exam are considered to be *institutional* credit, not “transfer credit”, so these credits do *not* count toward the 75 credit hour limit on transfer credit. If the exam is passed, the credit from a challenge exam is posted to the transcript with a grade of “CH”, indicating the course was successfully challenged. Credits earned by challenge exam do not affect the AU GPA. Petition forms for Challenge Exams are available at the Student Service Center in Seidlin Hall.

## Academic Standing

The Scholastic Standards Committee of each college or school will serve as the approving authority for student academic standing. The Committee will be composed of the Dean, as chairperson, faculty representatives, a Student Affairs representative, and the Registrar. Student representatives may be added at the discretion of the college/school.

### Definitions

- **Good Standing:** Meeting or exceeding the minimum requirements for satisfactory progress toward the degree.
- **Academic Probation:** Studies at the University may continue, but a probation contract may be required by the Dean and there may be limitations on credit load.
- **Academic Suspension:** Studies at the University are interrupted for at least one full semester. The permission of the Dean of the College/School that suspended the student is required in order for the student to resume studies at AU. The Dean may require that specific conditions be met before permission to return will be considered.
  - Potential transfer credit while away from AU may or may not be allowed.
  - Students who do not resume studies at the end of the period of Academic Suspension are withdrawn from the University and must be readmitted to the University in order to resume studies in the future.
- **Academic Dismissal:** Separation from the University due to serious, prolonged academic deficiency as evidenced by consistently low grades and, usually, repeated Academic Probation or Suspension. After a period of at least 2 years an application for readmission to the University may be considered on a case-by-case basis.

Students must maintain the following term and cumulative Grade Point Averages to remain in Good Standing:

In the College of Liberal Arts and Sciences, the College of Professional Studies, and in the Inamori School of Engineering:

The minimum GPA is 2.00 regardless of the number of credits attempted\*

In the School of Art and Design:

Number of Credits Attempted*	Minimum GPA
0-35	1.70
36 or more	2.00

**\*\*Credits Attempted\*\* include transfer credits and all credits earned at AU, as well as the credits for withdrawn courses and courses with grades of “In Progress” (IP) or “Incomplete” (I). Only Audited courses are excluded.**

- A student whose term or cumulative GPA drops below the level established, or who is not satisfying requirements towards a degree, will be placed on Academic Probation or may be Academically Suspended or Dismissed.

- A student on Academic Probation who fails to attain the minimum term and cumulative GPA's for a second consecutive semester may be placed on Extended Academic Probation or on Academic Suspension, or may be Dismissed.
- A student with multiple semesters on Academic Probation or Extended Academic Probation, whether or not the semesters are consecutive, may be Academically Suspended or Dismissed.
- Students with a term or cumulative GPA below 1.00 are subject to Academic Suspension or Dismissal regardless of their prior academic standing.
- A student who is eligible for Academic Suspension a second time or who would be on Academic Probation/Extended Academic Probation for a third consecutive semester may be Academically Dismissed. A student eligible for a third Academic Suspension will be Dismissed from the University
- Students may appeal their Suspension or Dismissal through the Dean for presentation to the Scholastic Standards Committee of the College or School that placed academic sanctions on the student.

## Academic Honors

### Dean's List

A full-time degree-seeking student in good academic standing who earns at least a 3.5 grade point average for a Fall or Spring semester with 12 or more GPA hours, no letter grade below C-, and no grade of Incomplete (I) is placed on the Dean's List in his or her school or college for that semester. Notation of the award is made on the student's official transcript.

### Graduation Honors

#### Honors in the Field of Specialization

Although specific requirements are determined by the faculty in the academic area offering the major, general requirements for honors candidates have been adopted by the faculty.

Candidates for this honor shall have:

- attained a cumulative GPA of 3.30 in the courses of their field of specialization
- earned at least two semester hours of credit in independent study (may be waived by the major area faculty)
- passed an oral examination in the major and allied fields, conducted by a committee selected by the major faculty

#### Overall Honors

Sometimes called "Latin Honors", three grades of honors are awarded to graduating seniors based on their cumulative scholarship attainment as evaluated upon completion of all requirements for the bachelor's degree. In order to be eligible for these honors a senior must have earned a minimum of sixty credit hours at Alfred University ("Passed Hours") with at least fifty "GPA Hours."

*Summa cum laude*, or highest honors - GPA of 3.90 and no grade below B

*Magna cum laude*, or high honors - GPA of 3.70 and no grade below C

*Cum laude*, or honors - GPA of 3.30

#### Alfred University Scholar

Students in the University Honors Program who earn at least a 3.20 cumulative GPA, successfully complete four Honors seminars, and write and defend an Honors Thesis, graduate with the designation "Alfred University Scholar". (See below for more information on the Honors Program.)

### Top Undergraduate Honors

The highest ranked graduating student in each undergraduate college or school will be selected by the Registrar using the following guidelines:

- a minimum of 60 “GPA Hours”
  - grades received in all courses transferred to AU will be included in the calculation of a student’s “honors GPA” for this purpose only
  - double degree students may be honored for their work in either college or school
- The top undergraduate students are seated on the Commencement platform and are recognized during the ceremony.

### Prizes and Awards

In addition to the academic honors formally attained for outstanding scholarship, a number of prizes and awards are sponsored by individuals and organizations. These special and commemorative awards are presented annually during Honors Convocation.

### Honor Societies

The following are University Honor Societies in various disciplines:

Alpha Iota Delta – Decision Sciences	Phi Beta Kappa – Liberal Arts
Beta Gamma Sigma – Accredited Business Schools	Phi Kappa Phi – University-wide
Delta Mu Delta – Business Admin.	Phi Sigma Iota – International Languages
Keramos – Ceramic Engineering	Pi Gamma Mu – Social Sciences
Mu Kappa Tau – Marketing	Pi Sigma Alpha – Political Science
Omicron Delta Upsilon – Economics	Psi Chi – Psychology
Pacioli Society – Accounting	Sigma Xi – Scientific Research
Phi Alpha Theta – History	Tau Beta Pi – Engineering

## University Honors Program

The Alfred University Honors Program is designed to enrich the lives of exceptional students. More than 150 "Alfred University Scholars" represent all colleges and schools within the University.

Honors seminars are the heart of the program. These informal classes, with an enrollment limit of 15, meet one evening each week throughout the semester. The discussion/debate is usually lively, because the seminars are chosen by the students themselves. Over a two-year period 25-30 seminars are offered, on topics as diverse as A Beginner's Guide to World Domination, Tai Chi: A Way of Life, Wiseguys, Whackos and Whiners, Soundtrack to Rebellion: Metal, Punk, and Hardcore, Drinking Up: The History and Science of Alcohol, Invest Like Buffett, or Mysteries of the Brain.

The other academic component of Honors is the senior thesis. Theses come in all shapes and sizes, but the common thread is a chance to work closely with three faculty mentors on a project of substance. Theses are bound and become part of Herrick Memorial Library's permanent collection

Anyone with an outstanding high school record and a broad range of intellectual interests may apply. For more information, check out the Honors link on the Alfred University website or write to Dr. Gordon Atlas, Honors Program, Alfred University, One Saxon Drive, Alfred, NY, 14802, or email atlas@alfred.edu

## Academic Services for Students with Disabilities

The Center for Academic Success provides support services, consultation, and advocacy for students with learning, physical, and/or psychological disabilities. Services for persons with disabilities shall complement and support, but not duplicate, the University's regular existing services and programs. The University strives to provide equitable and efficient services to all students.

Assurance of equal educational opportunities rests upon legal foundations established by federal law, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is a person who:

- Has a physical or mental impairment
- Has a record of such impairment; or
- Is regarded as having such an impairment that it substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

In order to determine whether an individual is entitled to protections and services under the law, the Center for Academic Success requires documentation that verifies that the individual has a disability. Recent documentation provided by a properly credentialed professional should include a diagnostic statement identifying the disability, the diagnostic methodology used, as well as a description of the current functional limitations and how they can be accommodated. This allows the staff at the Center for Academic Success to appropriately determine eligibility and reasonable accommodations.

Alfred University is dedicated to providing full access to all of its facilities, student programs, activities, and services, and reasonable accommodations in the instructional process, in compliance with these guidelines. Services that the University provides are designed to maximize independence and encourage the integration of students with disabilities into all areas of college life.

Website: <http://my.alfred.edu/index.cfm/fuseaction/cas.home.cfm>

Mailing Address:

Center for Academic Success

Crandall Hall

Alfred University

Saxon Drive

Alfred NY 14802

Phone: 607.871.2148

Email: [CAS@alfred.edu](mailto:CAS@alfred.edu)

## Registration, Scheduling, and Attendance

Each student is assigned a faculty advisor who helps plan a course of study and who is available throughout the year. Students should also feel free to consult any faculty or staff member who might be able to help. Students are primarily responsible for their own academic progress, but all members of the faculty and administration are prepared to assist. Students must have their schedule or study plan for the following semester approved by their advisor(s) in order to register for classes. The written approval of the student's Dean is required to register for more than 18 credit hours in a semester (20 for School of Engineering).

### **Adding and Dropping Courses**

A course may be added or dropped during the periods indicated in the Academic Calendar without penalty. Dropped courses do not appear on the student's transcript.

### **Withdrawing from a Course**

A student may withdraw from a course and receive the grade of "W" with the signature of the instructor and the approval of the student's advisor during the period designated by the Academic Calendar.

### **Attendance**

Regular class attendance is expected of all students. Under the "First Class Attendance Rule", 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.

## **Leave of Absence/Withdrawal and Readmission**

### **Taking a Leave of Absence**

Alfred University recognizes that there are good reasons why a student may want or need to temporarily interrupt his or her education. Therefore, the University has established a leave of absence policy that assures students of the right to continue their education following a specified leave period.

- A student must make a written request for a leave of absence to the 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 the leave the Dean will consult with the Student Affairs Office. Students on judicial probation will normally not be granted a 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 must submit a clinical evaluation to the Student Affairs Office and be approved to return from leave by the Dean of Students.
- A student who does not return from Leave of Absence when scheduled to do so will be administratively withdrawn from the University.

### **Withdrawal and Readmission**

A student who finds it necessary to withdraw from the University during the academic year or at the end of any semester, must contact Student Affairs to initiate official withdrawal. Students who withdraw officially are eligible for a refund of the enrollment deposit.

Undergraduate students admitted to the University are expected to continue to register for classes at AU and to pursue their degree. Those admitted to *full time* study must enroll each Fall and Spring Semester. Students admitted to *part time* study must enroll at least once in any 12-month period. Unless on an approved leave of absence, those who do not enroll on a regular basis as specified are administratively withdrawn from the University. Students withdrawn under this provision forfeit their enrollment deposit.

A student who has withdrawn from school or who has been withdrawn, 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 must be submitted by August 1 for Fall Semester readmission or by December 1 for Spring Semester readmission.

A readmitted student must complete the degree requirements of the University catalog in effect at the time of readmission or, at the student's choosing, the requirements of a later catalog.

### **Grades for Students Leaving School during the Semester**

A student who formally leaves school during a semester by Leave of Absence or by Withdrawal will be given "W" grades in registered courses providing the deadline to withdraw from each course, as published in the Academic Calendar, has not passed. If the last day to withdraw from courses has passed, the instructor will record a final (non-W) letter grade. In case of extenuating circumstances the student's Dean may permit "W" grades to be recorded after the deadline has passed.

#### ALFRED UNIVERSITY CODE OF HONOR

We, the students of Alfred University, will maintain an academic and social environment which is distinguished by honesty, integrity, understanding, and respect. Every student is expected to uphold these ideals and confront anyone who does not. Keeping these ideals in mind, we, the students, aspire to live, interact and learn from one another in ways that ensure both personal freedom and community standards.

*Student Senate Committee on Academic Affairs – April 2, 1997*

## **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. This might involve venues as varied as student publications, art exhibits, and public presentations.

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.
- Unauthorized 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 unauthorized communication during a quiz, test, or examination. This includes use of any electronic communication devices without the consent of the instructor. Such devices include--but are not limited to--cellular phones, Bluetooth, computer internet, recording devices, and PDA, CD and MP3 players.

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: when the wording of the text is essential to the student's own analysis; when the text exemplifies the author's particular perspective; when 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 and/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

### First Offense

If academic dishonesty is suspected, the following procedures should be followed:

- a) Before a formal charge of academic dishonesty is made, the instructor is strongly encouraged to have his or her department chair or, if that department chair is deemed inappropriate or impractical, another colleague or administrator, review the alleged infraction.
- b) Within seven semester days after the infraction is observed or verified, the instructor shall advise the student orally, if possible, and by email that the student has (or may have) committed an act of academic dishonesty. This will allow simple misunderstandings and misinterpretations to be resolved. A semester day is defined as a day when the university is in session and classes/exams are held.
- c) If the instructor remains convinced that an offense has occurred, a written statement of the offense will be sent to the student by email and also by regular mail. The statement will include whatever penalty the instructor considers appropriate. For offenses categorized as Tier One (see below), a copy will be sent to the instructor's dean, the student's dean, and the Provost. This letter should include a reference to this section of these regulations to inform students of their rights and the procedures to be followed if an appeal is needed.
- d) The penalties assessed may range from non-grade penalties to failure in the course.
- e) Infractions shall be categorized as Tier One (major) or Tier Two (other).

*Tier One* infractions shall be reported to the student's dean and the provost. A second Tier One infraction will result in dismissal from the university. Tier One offenses include (but are not limited to) the following: plagiarism, submission of a commercially-derived term or research paper or report or art-presentation, use of a research paper or report prepared by another person without the instructor's permission, producing a research paper or report for another student without the instructor's permission, cheating on an examination or quiz, aiding and abetting academic dishonesty, falsification of grades or records, unauthorized viewing or altering of academic or administrative records, gaining an unauthorized or unfair advantage on academic assignments (including preventing other students from fair access to academic materials), buying or selling assignments or examinations.

*Tier Two* infractions are generally considered less serious than Tier One offenses. They need not be reported to the Provost and the dean(s). Examples of Tier Two infractions include attendance-related dishonesty or submission of assignments to two or more classes without the instructor's permission. If an instructor is uncertain about categorizing an infraction as Tier One or Tier Two, he/she shall make a determination in consultation with a department chair or, if the chair is a party to the case or is otherwise unavailable, the dean or assistant dean of the college.

- f) The academic dean of the student's college should advise the student of appeal procedures that are available.

### Following a Charge of Academic Dishonesty

- a) A student charged with an unethical practice may accept the judgment and penalty assessed by the instructor.
- b) A student charged with an unethical practice may appeal in writing directly to the instructor who assessed the penalty within fourteen (14) semester days after the instructor sends email and written notification of the offense and penalty to

the student. The fourteen semester-day period is not dependent on proof that the student has read the instructor's email or written notification.

- c) If the penalty is modified to one acceptable to both student and instructor, the appropriate academic deans and the Provost will be notified of the change.
- d) If the instructor will not modify the penalty, the student may present the case to the Ombuds Officer
- e) In the event the matter is not resolved in a manner satisfactory to all parties through the Ombuds Officer's review, the Ombuds Officer may at his/her own initiative, or shall at the student's request, refer the matter to an appeals committee. A student request for appeals committee consideration of the matter must be made to the Ombuds Officer within fourteen (14) semester days after the Ombuds Officer notifies the student orally, by email, or in writing, that the Ombuds Officer has been unable to resolve the matter.
- g) The appeals committee will be constituted by the Ombuds Officer within 14 semester days. Membership of the appeals committee shall include one student, to come from the University Student Grievance Committee, and two full-time and/or tenured faculty. If the Student Senate has not appointed members of the Student Grievance Committee, or if those members stand in a conflict of interest with the student accused of the infraction, the Ombuds Officer may select any full-time senior student for this purpose. The appeals committee should meet as soon as possible after members of the committee have been selected. The appeals committee will review the case and prepare a written recommendation, to be forwarded to the student, the instructor(s) involved in the case, the student's academic dean, and the provost within seven semester days once the appeal committee has come to a recommendation.
- h) The instructor, the appropriate departmental/divisional head (if he/she is not a party to the case), and the instructor's dean (if he/she is not a party to the case) will consider the recommendation and notify the student, the student's Academic Dean, and the Provost of their final decision.
- i) The student may bring one other student or employee from Alfred University to the appeals committee hearing, but no person not a member of the university community shall be permitted to attend the hearing. The invited other person shall not have the right to speak or otherwise participate in the hearing. No sound or video recording of the appeal committee hearing shall be permitted.
- j) If the student is subject to more than one charge of academic dishonesty in a single class and the student requests an appeal committee hearing, all charges shall be considered together in a single hearing.
- k) All testimony given at the hearing shall be considered confidential except for communication to appropriate university faculty and administrators.
- l) If the appeals committee judges that the student is not guilty of academic dishonesty and the instructor who made the initial charge accepts the recommendation of the committee, all written records pertaining to the matter will be destroyed.

### **Second Offense**

Notification and appeal procedures regarding second infractions are identical to those for an initial infraction.

- a) A student found guilty of a second major infraction will be dismissed from the university within fourteen (14) semester days, unless the student appeals the charge.
- b) In unusual cases, the Provost has the right to dismiss a student who has committed more than one minor infraction from the university, to be determined by the Provost in consultation with the appropriate dean(s).

- c) If the instructor chooses not to drop the charge and the student wishes to appeal the second offense, the Provost will transmit the appeal to the Ombuds Officer for an appropriate appeals committee review and recommendation for action to the Provost. If the review and recommendation confirms that the second offense is a major infraction and that the instructor's action is warranted, the student will be dismissed from the University immediately.
- d) In the case of a senior who plans to graduate at the end of the semester in which the second offense occurs, the appeals committee review should be conducted as soon as practical. If the date of the commencement ceremony makes the appeals committee meeting impractical, then the Provost, together with the student's dean, shall have the authority to dismiss the student prior to the commencement ceremony.

### **Notification**

Regarding all cases that fall under the purview "Second Offense", the Provost will notify the instructor(s) and student of a final decision.

When more than one college is involved (for instance, if a student from one college is charged with an infraction by an instructor in another college), the Provost shall inform all appropriate deans or program directors of the events and penalties.

### **Records**

All reports and documents pertaining to each case, including faculty charges, student appeals, and appeal-committee records, along with written responses from the Provost's Office, will be filed with the Vice-President of Student Affairs. Where practical, electronic copies of this information shall be sent to the Provost.

All such information is subject to regulations regarding disposal of records and release of information mandated by Alfred University and/or found in the Family Educational Rights and Privacy Act (FERPA), or as mandated by any other controlling legal authority.

## **Allen Term (Winter Term) and Summer Term**

Allen Term is a 5-week session between the end of Fall Semester in mid-December and the start of Spring Semester in mid-January. Online courses and travel and other types of off-campus courses are offered during Allen Term.

Summer School is offered in one 12-week session, two six-week sessions, and short-term, intensive sessions of three or four weeks. Summer School offers a variety of courses at the undergraduate and graduate level. Summer Term at AU includes on-campus courses as well as online and hybrid courses that combine online learning with some on-campus classes.

Allen Term and Summer School are appropriate for people who:

- want to accelerate undergraduate studies
- are interested in graduate work
- need to make up a course or complete certain requirements
- wish to expand knowledge or skills in a variety of fields

Students enroll in courses for which they are qualified by experience or previous preparation. (Some advanced courses, however, may not be taken unless prerequisite requirements have been fulfilled.) Regular attendance is expected.

Students enrolled in another institution who plan to attend Allen Term or Summer School at Alfred University should consult an official at their home school in advance to be sure the courses are appropriate to their degree programs.

For additional information contact the Student Service Center, Alfred University, One Saxon Drive, Alfred, New York 14802. (607-871-2123, or email [registrar@alfred.edu](mailto:registrar@alfred.edu)).

## Special Academic Programs

### Study Abroad

Alfred University encourages students to consider opportunities for studying or pursuing internships abroad. There are many programs and options available. Approved programs can be found at: <http://www.alfred.edu/studyabroad>

### Policies and Requirements

To be approved for Study Abroad, a student must:

- have a formally declared major
- be in good standing academically and socially during the semester in which studying abroad
- meet the minimum requirements of the proposed program abroad
- pay in full their AU student account

Generally, study abroad is supported for one semester. Students who are language or Comparative Cultures majors may sometimes study two semesters abroad. Study abroad is intended for the junior year unless the academic program is best accommodated at another point in time. Students must have been enrolled at AU as a fulltime student for at least two semesters prior to study abroad, and must have at least second semester sophomore standing at AU while studying abroad. Study abroad may not be in the intended last semester of enrollment.

### *Grade Point Average*

A minimum 2.7 GPA for AU approved/affiliated programs. Occasional exceptions are made and students going on Exchange Programs are handled case-by-case basis

### *Language Level*

Those planning to study in a program where the language of instruction is not English must demonstrate sufficient proficiency in the language of the host country to enable them to pursue course work.

### *Courses and Course Load*

- Students must carry a full-time load of coursework; this cannot be less than the equivalent of 12 credit hours for semester-long study abroad programs.
- Participation in an off-campus study abroad program precludes simultaneous registration for AU coursework (independent study, internships, etc.). The off-campus study program must report all credit earned for the semester abroad.
- Students who remain registered for regular classes (non-OCST) on-campus in Alfred on the first day of the term here are charged AU tuition for those classes.
- A Study Abroad Course Approval form (available in the Office of International Programs and in the Student Service Center) must be filled out and approved by the faculty advisor, the Director of the Office of International Programs, and the Dean. This form lists all the courses to be taken abroad and their AU equivalents.
- Credit earned by the student on approved programs must transfer as credit towards graduation and may fulfill major/minor requirements subject to the approval of the Dean of the College/School.

- In order for the credits to be transferred to AU, the student must obtain a grade equivalent to “C” or better in any course.
- Grades earned on a study abroad program are not calculated in the Alfred University GPA.

#### *Deadlines*

Applications for spring semester programs should be submitted before October 1; for summer, fall, and year-long programs, applications should be submitted by March 1.

#### *Required Pre-departure Class*

All students going abroad are required to enroll in OCST 301, the study abroad preparation and review class. This class is designed to give students important academic and administrative information and to prepare them for adjustments they will have to make while living in other cultures and attending foreign universities. It is a B-block class (meets only in the second half of a semester) and students should take it the semester before they are planning on studying abroad.

#### **Alfred Research Grants for Undergraduate Students**

Students in all colleges may apply for ARGUS funding to support a research project during the fall, spring, and/or summer. Students author their own proposals to explore a research question that they can address via creative enterprise, laboratory research, etc. All proposals are to be developed in consultation with a sponsoring faculty member and are reviewed by faculty volunteers. If funded, a student may receive up to \$750 for a semester of work. ARGUS funds can be used for supplies and materials not readily available but essential to the work or to partially offset travel costs to present project results (though successful grants should not be entirely seeking travel funds). At the end of the academic year, students are expected to present their work at the annual Undergraduate Research Forum in the academic year they receive funding. For more information, students should visit the ARGUS homepage on [my.alfred.edu](http://my.alfred.edu).

#### **Cross-Registration at Area Schools**

To provide students with the opportunity to explore an area of interest not otherwise available, Alfred University participates in a cross-registration program with more than 15 area colleges and universities through the Rochester Area Colleges (RAC) consortium. The list of participating RAC members includes nearby Alfred State College. Cross-registration under this program is available in Fall and Spring Semesters to full-time degree-seeking undergraduate students.

The course to be taken must be one that is not available at AU and it must be applicable to some component of the AU degree program. Faculty advisor approval is required.

Students should be aware that the various member schools operate on differing academic calendars. The registration deadlines and all other academic policies of the school offering the course apply. There is no additional tuition charge for RAC cross-registration, but any lab, materials, or other special fees must be paid.

Credits earned under this program are considered to be transfer credits. They count toward the 75 credit hour limit on transfer credit, and the grades received in cross-registered courses do not affect the AU grade point average (GPA). For more information or to obtain a RAC cross-registration form, contact the Student Service Center in Seidlin Hall.

**Special Program for Area High School Students**

Qualified high school juniors and seniors from Allegany, Cattaraugus, Chautauqua, Chemung and Steuben counties are eligible to take up to two 100- and 200-level courses (up to eight semester hours) per term during Fall or Spring semesters for a fee of \$100 per course. Eligibility begins with the start of the junior year and ends with high school graduation. The approval of the student's guidance teacher or principal is required.

Entrance into a particular course depends upon available openings in the course. Students register in person at the Student Service Center up to two-weeks before the first day of the semester. High school students who take AU courses through this program are not guaranteed acceptance into any Alfred University degree program at a later date.

**Physical Education**

The Physical Education program offers a wide variety of activity and theory courses, all of which are coeducational. Emphasis is placed on meeting individual needs. The program presents a broad range of beginning-level courses to help students develop skills in activities and seasonal sports that will carry over into later life. While skill and conditioning are important aspects of the courses, knowledge of rules, equipment, technique and strategy is stressed.

**University Libraries****Herrick Memorial Library**

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

Renovated in 2007, it provides space for group study, supported by appropriate technologies, in its learning commons. There is space for reflection and/or discussion in its lounge, where new journals, books and newspapers can be enjoyed with a cup of coffee. During the academic year the library is open 108 hours a week, with extended hours during final exam week. An all-night study room is available for use after the library closes, providing study space and a computer lab 24/7. The library also has four meeting rooms which can be reserved by members of the Alfred University community. Group study rooms and quiet, individual workspaces are also available, accommodating a wide variety of study preferences.

There are 40 computer workstations throughout the building and an additional 15 laptops which can be checked out for use in the library. Wireless access is available throughout the building.

Herrick Memorial Library's website [<http://herrick.alfred.edu>] provides round-the-clock access to the library catalog, electronic reserves, electronic journals and books, specialized databases, and other resources selected by our librarians to support student and faculty research. Herrick provides access to over 80,000 periodical titles and over 300,000 e-books. Its collection also contains recreational collections of books, movies and music.

Herrick also offers interlibrary loan and document delivery services, which provides access to materials from other libraries. Professional research support is available, enabling library users to make the most of their research efforts. Research questions can be submitted to “Ask a Question” on the library’s website at any time.

Herrick’s librarians are committed to supporting the University’s educational mission and to promoting information literacy skills. It is the Library’s goal to teach students how to locate, evaluate, and effectively use information. This is accomplished through course-related and individualized instruction as well as by providing research guides for specific subject areas.

Special Collections and the University Archives, offers its collections and services in a secure, climate-controlled area. The area features an ornately decorated conference room with seventeenth century English oak paneling. The Archives provides primary source materials which document the history of the University, works closely with faculty to integrate the collections into the classroom, and actively digitizes material to expand access to the collections online.

### **Scholes Library**

The Samuel R. Scholes Library of Ceramics, established in 1947, is a special library providing academic support for the University’s 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. Resources include an extensive and specialized collection of books, media and journal titles in print and electronic formats. The Scholes Library Visual Resources division houses a collection of 170,000 slides, and is fully engaged in image digitization efforts that support and enhance classroom instruction. During the academic year the library is open over 90 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 and staff are dedicated to helping undergraduate and graduate students to develop 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. 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 available 24/7. Both of the Alfred University Libraries are full participants in the SUNY *Connect* System. SUNY *Connect* links libraries across the State University of New York to form a single multi-campus “virtual library,” greatly expanding access to print and electronic resources for all Alfred University students.

Computers are available for student use throughout the library; and the Gibbs Research Commons offers computing workspace designed for comfort and collaboration. The library houses a “smart” classroom and offers spaces for individual or group media viewing.

Scholes Library also provides a home for special collections in art and science and the college archives. 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. Under the supervision of a trained archivist, this facility serves as a resource for scholars researching the history of American ceramic art and science as well as the rich history of the college and its notable faculty.

## Technology Resources

The goal of Alfred ITS is to provide communication tools and infrastructure that facilitate learning and prepare students for an information-based workplace; enabling them to seek, organize, analyze, and apply information and associated technologies appropriately.

In support of these goals, ITS provides a 500 Mbps connection to the Internet with a gigabit wired network, and a wireless network in all academic, residential, and administrative buildings. The University also maintains a secure, on-campus, climate-controlled data center backed up by an emergency power source.

The University uses a variety of approaches in making computers available to students. General and specialized computing labs are located throughout the campus. All ITS-maintained campus computer labs are on an aggressive 3-year replacement cycle. Lab computers are loaded with Microsoft Office Professional. Specialized software such as SPSS, Adobe Creative Suite, Final Cut Express, Maple, Mathematica, SolidWorks, ArcGis, Minitab and others are available in select labs.

The University's two libraries make their catalogs and a wide variety of electronic databases and information resources available through their Web Pages. Students, faculty, and staff can access research resources 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 Perlman hall. This program enables students with short-term computing needs to borrow a laptop for use anywhere on or off campus. ITS Equipment Lending also offers audiovisual equipment for short-term use in class projects. Equipment includes: computer projectors, digital still, and video cameras, digital audio recorders, and other equipment that facilitates media production.

Alfred University provides a wide range of Web communication resources, including Blackboard learning management system, Alfred Today, and the student Web portal. These tools support our students' academic, extracurricular, and social activities. Increasingly, these resources are being tailored for use on mobile devices and smart phones.

Students register for classes on-line through BannerWeb. To name just a few of the features that Banner provides, students can review their grades, check their student accounts, and print off their class schedules.

The AU Information Technology Helpdesk provides service-oriented support for campus technology needs to all students, faculty and staff.

## The Graduate School

Graduate programs are offered in keeping with educational demands and with the potential of certain departments in the University to make distinctive contributions at an advanced level.

Degree programs offered are: Master of Arts, Certificate of Advanced Study, and Doctor of Psychology in School Psychology; Master of Business Administration in Accounting and in Business Administration; Master of Science in Education/Certificate of Advanced Study in Counseling and in Mental Health Counseling; Master of Science in Education – Literacy Teacher; Master of Fine Arts in Ceramic Art, Sculpture/Dimensional Studies, or Electronic Integrated Arts; Master of Public Administration; Master of Science in Biomaterials Engineering, Ceramic Engineering, Electrical Engineering, Glass Science, Materials Science and Engineering, or Mechanical Engineering; Doctor of Philosophy in Ceramics, Glass Science, or Materials Science and Engineering.

Graduate degree requirements and descriptions of graduate courses and programs are found in the Graduate School catalog available from the Graduate School Office, One Saxon Drive, Alfred University, Alfred, NY 14802. Telephone (607) 871-2115 or 800-541-9229. This information is also available on the web at [www.alfred.edu/gradschool](http://www.alfred.edu/gradschool).

## Graduation Rate

The graduation rate tracks the progress of students who began their studies as full-time, first-time degree-seeking students to see if they earn a degree within 150% of "normal time" for completing the program in which they are enrolled. In the Fall Semester of 2008, 502 full-time, first-time degree-seeking undergraduate students enrolled at AU. After 6 years (as of August 31, 2014), 278 of these students (55%) had graduated from Alfred University.

## 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.

## 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 Ombudsperson and the members of the Ombudsperson'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 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

## Courses that Satisfy the Global Perspective (GP) Requirement

In addition to the courses listed here, the Global Awareness Committee may approve some “special topics” courses offered in a given term to apply to the GP requirement, depending on the topic covered. These courses will be designated “GP” in the Class Schedule for that term.

### **Anthropology**

ANTH 110	Cultural Anthropology
ANTH 303	Health and Culture
ANTH 304	Language and Culture
ANTH/BIO/ GLBS 305	Belize and the Caribbean
ANTH 312	Violence and Culture

**Art History**

ARTH 121	Wild Spirits and Divine Kings
ARTH 122	Arts of the Pacific Isles
ARTH 124	Native American Arts: Spirited Materials/Technologies
ARTH 301	African Art I
ARTH 302	African Art II
ARTH 304	Global Arts: Contemporary Asia
ARTH 354	Recent Sculptural Practices
ARTH 363	Ceramics & Cultural Identity: Global Trad/Innovations
ARTH 466	Histories of Photography in the Non-Western World

**Business**

BUSI 457	International Business
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**Communication Studies**

COMM/GLBS 221	Pop Culture Goes Global
COMM/GLBS 315	Understanding Global Media and Cultural Change

**Economics**

ECON 412	International Economics
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**Engineering**

ENGR 208	Energy in the World
ENGR 215	International Solar Energy Projects

**English**

ENGL 226	The Holocaust and Literature
ENGL/WGST 481	International Women Writers

**Environmental Studies**

ENVS 101	Environmental Studies I - Natural Science
ENVS 102	Environmental Studies I - Social Science
ENVS 105	Atmosphere, Humans, Ecosystems
ENVS 210	Ecology of the Bahamas
ENVS 245	Spirituality and the Environment

**Finance**

FIN 458	International Financial Management
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**French**

FREN/GLBS 210	Global Perspectives:Paris
FREN 410	French Film Criticism
FREN 485	Internship in French

**Global Studies**

GLBS 101	Introduction to Global Studies
GLBS/ANTH/SOCI 495	Global Issues Seminar

**German**

GRMN 316	German History and Culture
GRMN 485	Internship in German

**History**

HIST 107	The World in the 20th Century
HIST 111	Modern Western History
HIST 321	The History of Fascism
HIST 322	Churchill, Stalin, Roosevelt, Hitler
HIST 326	The Modern Middle East and North Africa
HIST 327	Propaganda: Persuasion, Art and War
HIST 383	The Nazi Holocaust
HIST 387	Modern France, 1815-Present

**Marketing**

MKTG 489	International Marketing
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**Music**

MUSC 211	World Music
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**Political Science**

POLS 251	European Politics
POLS 253	Dictatorship and Democracy
POLS 271	World Politics
POLS 273	Terrorism and International Security
POLS 282	Latin American Politics

**Religious Studies**

RLGS 105	Introduction to Religions of the World
RLGS 165	Asian Religions
RLGS 252	Judaism and Islam
RLGS 374	Myth, Yoga, and Philosophy of India

**Sociology**

SOCI 343	Race and Ethnicity
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**Spanish**

SPAN 210	Pilgrims and Tourists Santiago
SPAN/GLBS 212	Buenos Aires: Literature and the Arts
SPAN/GLBS/WGST 215	Framing Gender: Latin American Film
SPAN 312	Peninsular Culture and Literature II: 19 <sup>th</sup> -20 <sup>th</sup> Century
SPAN 316	Latin American Culture and Literature II
SPAN 485	Internship in Spanish

**Theatre**

THEA 210	The Performing Arts: A Global Perspective
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## Advanced Placement (AP) Examination Equivalencies

AP Examination	Credit-Granting Score	Credit Granted	Equivalent AU Course/Area
Art History	4 or 5	4	ARTH 130 and ARTH 140
Biology	4 or 5	4	BIOL 150
Calculus AB	4 or 5	4	MATH 151
Calculus BC	4 or 5	8	MATH 151 and MATH 152
Chemistry	4	4	CHEM 105
Chemistry	5	8	CHEM 105 and CHEM 106
Computer Science A	3, 4, or 5	4	CSCI 156
Computer Science AB	3	4	CSCI 156
Computer Science AB	4 or 5	8	CSCI 156 and CSCI 157
Economics Macro	4 or 5	3	ECON 202
Economics Micro	4 or 5	4	ECON 201
English Language and Composition	4	4	ENGL 101
English Language and Composition	5	6	ENGL 101 + 2 Cr Elective
English Literature and Composition	4	4	ENGL 101
English Literature and Composition	5	6	ENGL 101 + 2 Cr Elective
Environmental Science	4 or 5	4	ENVS 101
French Literature	4 or 5	4	FREN 102
French Language	3 or 4	4	FREN 102
French Language	5	4	FREN 202
German Language	3 or 4	4	GRMN 102
German Language	5	4	GRMN 202
Comparative Gov't & Pol	4 or 5	4	POLS 110
U.S. Gov't & Politics	4 or 5	4	POLS 110
World History	4	4	General Ed (Area D)
World History	5	8	General Ed (Area D)+4 Cr Eltv
U.S. History	4	4	HIST 211
U.S. History	5	8	HIST 211 and HIST 212
European History	4	4	HIST 110
European History	5	8	HIST 110 and HIST 111
Human Geography	4 or 5	4	General Ed (Area E-Soc/Anth)
Italian	4, or 5	4	ITAL 102
Latin Literature	4, or 5	4	LATN 102
Music Theory	4 or 5	4	MUSC 120
Physics B	4	4	PHYS 111
Physics B	5	8	PHYS 111 and PHYS 112
Physics C: Mechanics	4 or 5	4	PHYS 125
Physics C: Elec & Magnet	4 or 5	4	PHYS 126
Psychology	4 or 5	4	PSYC 101
Spanish Language	3	4	SPAN 102
Spanish Language	4	4	SPAN 201
Spanish Language	5	4	SPAN 202
Spanish Literature	4 or 5	4	SPAN 102
Statistics	4 or 5	3	BUSI 113
Studio Art – Drawing	4 or 5	4	ART 111
Studio Art – 2D/3D (General)	4 or 5	4	General Ed (Area C)

## International Baccalaureate (IB) Equivalencies

Alfred University grants 30 semester hours of credit (sophomore standing) to students who have earned the IB diploma in high school. Scores of 4 or better on the higher-level (HL) exams and scores of 5 or better on the subsidiary level (SL) exams are considered for equivalent course credit. When necessary, liberal arts general elective credits are awarded to reach a total of 30 credits.

Students who have not completed the IB diploma are awarded equivalent course credit for up to two introductory courses for each higher level exam (HL) in which a grade of 5 or better was earned. Equivalent credit for one introductory course is awarded for each subsidiary level examination (SL) in which a grade of 6 or better was earned.

IB Examination (level)	Score	Equivalent AU Course/Credit (CLAS Gen Ed category)	
<i>Higher Level Exams: (4 or 5)</i>			
Economics (HL)	4*-5	ECON 201	4 Cr. (E2)
English A1 (HL)	4*-5	ENGL 101	4 Cr (01)
Languages (HL)	4*-5	(Lang) 101	4 Cr (02)
Visual Arts (HL)	4*-5	ART 100	4 Cr (C)
History of Americas (HL)	4*-5	HIST 211	4 Cr (D)
Biology (HL)	4*	BIOL 103	4 Cr (F1)
Biology (HL)	5	BIOL 150	4 Cr (F2)
Chemistry (HL)	4*-5	CHEM 103	4 Cr (F1)
Mathematics (HL)	4*-5	MATH 101	4 Cr (03)
Physics (HL)	4*-5	PHYS 111	4 Cr (F1)
Theatre (HL)	4*-5	THEA 110	4 Cr (C)
Theory of Knowledge	B or A	PHIL 101	4 Cr (B)
<b>*a 4 is considered for equivalent credit on HL exams only for students who have earned the IB Diploma</b>			
<i>Higher Level Exams: (6 or 7)</i>			
Economics (HL)	6-7	ECON 201, 202	7 Cr (4 cr E2)
English A1 (HL)	6-7	ENGL 101, 102	8 Cr (01)
Languages (HL)	6-7	(Lang) 101, 102	8 Cr (02)
Visual Arts (HL)	6-7	ART 100	8 Cr (C)
History of Americas (HL)	6-7	HIST 211, 212	8 Cr (D)
Biology (HL)	6-7	BIOL 150	4 Cr (F2)
Chemistry (HL)	6	CHEM 105	4 Cr (F1)
	7	CHEM 105, 106	8 Cr (F1)
Mathematics (HL)	6-7	MATH 101, 115	8 Cr (03)
Physics (HL)	6-7	PHYS 111, 112	8 Cr (F1)
Theatre (HL)	6-7	THEA 110, 200	8 Cr. (4 cr C)

IB Examination (level)	Score	Equivalent AU Course/Credit	
		(CLAS Gen Ed category)	
<i>Subsidiary Level Exams:</i>		<i>Students Earning the IB Diploma</i>	
Economics (SL)	5-7	ECON 201	4 Cr. (E2)
English A1 (SL)	5-7	ENGL 101	4 Cr (01)
Languages (SL)	5-7	(Lang) 101	4 Cr (02)
Visual Arts (SL)	5-7	ART 100	4 Cr (C)
History of Americas (SL)	5-7	HIST 211	4 Cr (D)
Biology (SL)	5-7	BIOL 103	4 Cr (F1)
Chemistry (SL)	5-7	CHEM 103	4 Cr (F1)
Mathematics (SL)	5-7	MATH 101	4 Cr (03)
Mathematical Studies (SL)	5-7	MATH 101	4 Cr (03)
Physics (SL)	5-7	PHYS 111	4 Cr (F1)
Theatre (SL)	5-7	THEA 110	4 Cr (C)
<i>Subsidiary Level Exams:</i>		<i>Certificate or Non-Diploma</i> <i>(no credit for a score of 5 on SL Exams)</i>	
Economics (SL)	6-7	ECON 201	4 Cr. (E2)
English A1 (SL)	6-7	ENGL 101	4 Cr (01)
Languages (SL)	6-7	(Lang) 101	4 Cr (02)
Visual Arts (SL)	6-7	ART 100	4 Cr (C)
History of Americas (SL)	6-7	HIST 211	4 Cr (D)
Biology (SL)	6-7	BIOL 103	4 Cr (F1)
Chemistry (SL)	6-7	CHEM 103	4 Cr (F1)
Mathematics (SL)	6-7	MATH 101	4 Cr (03)
Mathematical Studies (SL)	6-7	MATH 101	4 Cr (03)
Physics (SL)	6-7	PHYS 111	4 Cr (F1)
Theatre (SL)	6-7	THEA 110	4 Cr (C)

NOTE: The maximum number of credits to be awarded is 30. When necessary, 2 credits of liberal arts general elective are awarded to students who completed the IB Diploma to reach 30-credits.

## College Level Examination Program (CLEP) Equivalencies

Only CLEP subject exams taken prior to admission to AU are considered for credit toward the degree.

CLEP Examination	Credit-Granting Score	Credit Granted	Equivalent AU Course/Area
<i>Composition and Literature:</i>			
American Literature	50*	4	ENGL 241
Analyzing and Interpreting Literature	50*	4	General Elective
Freshman College Composition	50*	4	ENGL 101
English Literature	50*	4	ENGL 223
English Composition	n/a	none	none
Humanities	n/a	none	none

\* Credit is granted only with an acceptable locally-graded essay

<b>CLEP Examination</b>	<b>Credit-Granting Score</b>	<b>Credit Granted</b>	<b>Equivalent AU Course/Area</b>
<i>Science and Mathematics</i>			
College Algebra	50	3	MATH 115
Algebra-Trigonometry	50	3	MATH 118
Biology	50	4	Natural Sci, non-lab (F2)
Chemistry	50	4	Natural Sci, non-lab (F2)
Calculus with Elementary Functions	50	3	MATH 151
Trigonometry	50	3	General Elective
College Mathematics	50	4	MATH 101
Natural Science	n/a	none	none
<i>Foreign Languages</i>			
French	50-61	4	FREN 101
	62+	8	FREN 101/FREN 102
German	50-62	4	GRMN 101
	63+	8	GRMN 101/GRMN 102
Spanish	50-65	4	SPAN 101
	66+	8	SPAN 101/SPAN 102
<i>History &amp; Social Sciences</i>			
American Government	50	3	POLS 110
Educational Psychology	50	3	General Elective
Human Growth and Development	50	3	General Elective
Macroeconomics, Princ of	50	3	ECON 202
Microeconomics, Princ of	50	3	ECON 201
Psychology, Introductory	50	3	PSYC 101
Sociology, Introductory	50	3	SOCI 110
U.S. History I	50	3	HIST 211
U.S. History II	50	3	HIST 212
Western Civilization I	50	3	Historical Studies (D)
Western Civilization II	50	3	Historical Studies (D)
Social Sciences & History	n/a	none	none
<i>Business</i>			
Accounting, Principles of	50	3	ACCT 211
Business Law, Intro	50	3	LAW 241
Information Sys/ Computer Apps	50	3	MIS 101
Management, Principles of	50	3	MGMT 328
Marketing, Principles of	50	3	MKTG 221