
GRADUATE INFORMATION

Grades

The grading system of the Graduate School applies to all graduate-level courses offered in Harpur College of Arts and Sciences, the Decker School of Nursing, the School of Education and Human Development, the School of Management and the Thomas J. Watson School of Engineering and Applied Science. Grades are on a letter scale: A through C-, pass; F, failure. Grades of S (satisfactory) and U (unsatisfactory) may be used in a limited number of cases, described below, for which no greater precision in grading is required. The grades of S and U are not assigned numerical value and thus are not averaged in with other grades in computing grade-point averages. A grade of S denotes a minimum level of academic performance equivalent to at least a B.

For the purpose of computing semester or cumulative averages, each letter grade is assigned a quality point value as follows:

A	=	4.0	C+	=	2.3
A-	=	3.7	C	=	2.0
B+	=	3.3	C-	=	1.7
B	=	3.0	F	=	0.0
B-	=	2.7			

These grade values are combined with course credit hours to produce a grade-point average.

Course Credits

All courses, unless otherwise noted, are assigned four credit hours.

Graduate School Transcripts

The official transcript of record for all students enrolled in advanced degree programs or as nonmatriculated graduate students of Binghamton University is the transcript of the Graduate School, which provides a complete record of all academic work attempted. Undergraduate work is indicated on a separate undergraduate transcript. Graduate students with both undergraduate and graduate academic records at Binghamton have the option of requesting release only of the Graduate School transcript.

INTERPRETATION OF TRANSCRIPT SYMBOLS

In addition to the letter grades and corresponding quality point values described above, the following symbols may appear on official transcripts for the Graduate School:

X — audit; no numerical credit given for the course.

I — incomplete; course not completed for reasons acceptable to the instructor. A grade of I gives no grade points.

W — withdrawn; the student withdrew from the course following the eighth week of the semester, and the instructor did not rate the student's performance. A grade of W is not counted in computing grade-point averages, nor does the course earn credit hours.

WF — withdrawn failing; the student withdrew from the course following the eighth week of the semester, having performed at a level deemed by the instructor to be below the minimum passing grade (C-) of the Graduate School. A grade of WF is assigned a quality-point value of 0 in computing grade-point averages.

WP — withdrawn passing; the student withdrew from the course following the eighth week of the semester, having performed at a level deemed by the instructor to be at or above the minimum passing grade (C-) of the Graduate School. A grade of WP is not counted in computing grade-point averages, nor does the course earn credit hours.

R — registered; the student maintained required matriculated status during the semester through continuous registration (course number 700) or registration in a research skills (707) course. Courses assigned R grades are not applied toward degree progression.

S/U — satisfactory/unsatisfactory; the following limitations apply to the use of S/U grading:

500-589—master's-level courses and seminars: S grading cannot be used for courses numbered in this range; only regular letter grading options apply.

590, 592-596 and 598—internship or practicum courses: at the option of the instructor (not the student), either S/U or regular letter grading may be used.

591—college teaching of the discipline: only S/U grading may be used.

597—independent study: at the option of the instructor (not the student), either S/U or regular letter grading may be used.

599—thesis: only S/U grading may be used.*

600-696—doctoral research seminars: at the option of the instructor (not the student), either S/U or regular letter grading may be used.

697—independent study: at the option of the instructor (not the student), either S/U or regular letter grading may be used.

698—pre-dissertation research: only S/U grading may be used.*

699—dissertation: only S/U grading may be used. However, at the option of the members of the dissertation committee, the candidate's performance on the dissertation project may, at the time of the committee's final approval of the dissertation, be evaluated either as pass or pass with distinction. Such notation is forwarded to the

Graduate School to be made a part of the candidate's official transcript of record.*

**599, 698 and 699 registration for one credit is encouraged under campus policy. Such registration is normally considered full time whenever the principal supervisor confirms that the student is spending appropriate time and effort in research. This is done by the completion of a Certification of Full-time Status Form.*

Full-Time Status

Graduate students on funding are required to maintain full-time registration. Full-time status is defined as 12 credits per semester at level one (students with fewer than 24 completed graduate credits), or nine credits at level two (students who have completed more than 24 graduate credits). Nonfunded students may register for one credit of thesis (599), exam preparation (648) or dissertation research (699) and be certified full time, provided the supervisor and program director indicate that the student is making a full-time investment in research.

Determination of Academic Standing

A cumulative average of at least 3.0 is required for a graduate degree. A graduate student who receives a grade of F may repeat the course, and the program officers, at their option, may require the student to do so.

Course Repeat Policy

Students are permitted to repeat for credit a graduate course in which they earned a grade of B- or lower. This option is contingent on approval by the graduate program director and review by the Graduate School. A course may be repeated only once. In those cases in which students are on financial support, the repeated course will be considered as part of the academic workload.

When a course is repeated, the grade received in the second attempt is substituted for the first in the computation of the grade-point average and in the award of credit. However, the first grade remains on the student transcript.

Probation

According to Graduate School policies, "the minimum requirement for continuing status in the Graduate School is the maintenance of a B average."

Students whose academic achievement falls below this standard should receive special counseling from their faculty advisers in order to improve their performance to satisfactory levels. In order to assure that students receive such assistance when needed, the Graduate School has the following probation policies:

1. A graduate student whose cumulative grade-point average falls below 3.0 may be enrolled subsequently only on a probationary status. While on probation, the student must meet at least once each semester with the appropriate director of graduate studies to review academic performance and progress toward a return to good standing. A graduate student may spend a cumulative maximum of three semesters (excluding summer sessions) on probation.

2. A graduate student whose cumulative grade-point average falls below 2.6 will be considered in academic jeopardy, as well as on probation. Students may be in academic jeopardy for only one semester.

Students whose grade-point average would place them on a fourth semester of probation, or a second semester in academic jeopardy, are not making satisfactory progress toward the degree. They will normally be severed from the Graduate School. Their continued enrollment will require the specific endorsement of their director of graduate studies and approval by the vice provost.

This policy, adopted by the Graduate Council on December 7, 1992, is in effect for students admitted for fall 1993 and beyond.

Policy on Graduate Student Severance or Removal of Support

Graduate students who do not meet academic standards may be dropped from their graduate program according to the process described above. Normally this process entails warning letters to students, who work with their faculty advisers to improve their grade-point average to satisfactory levels (3.0 or above) or to meet other specified program requirements (such as the passing of comprehensive exams or the completion of theses). If the necessary requirements are not attained within a specified period, the program's director of graduate studies recommends to the vice provost for graduate studies and teaching that the student be severed.

Graduate students are subject to the rules governing academic life listed elsewhere in this *Bulletin*. Accusations that students have committed acts of academic dishonesty may be brought before the Academic Standards Committee of the Graduate Council, which issues a finding and a recommendation to the vice provost for graduate studies and teaching; the student receives a copy. A graduate student who is found to have violated the rules of academic integrity, who plagiarizes, cheats or falsifies research data, is subject to suspension or expulsion. Students have the right to appeal such recommendations to the vice provost for graduate studies and teaching within 10 days.

Graduate students may be involuntarily withdrawn from the University for medical or psychological reasons, following the policies outlined in this *Bulletin* under "Involuntary Medical or Psychological Withdrawal of Students." All other recommendations to sever a student from the Graduate School or one of its programs, or to break a student's assistantship contract or to revoke a fellowship, tuition scholarship or other source of financial support, are made to the vice provost, accompanied by appropriate documentation. The student should be informed of the basis for any such decision and can appeal it, using first the grievance procedure of the student's program and then, if needed, the appeals procedures of the Graduate Council Grievance Committee. Action on a recommendation to remove support from or sever a student in good academic standing will await the outcome of the grievance procedure.

Incompletes

Graduate students who receive federal or state financial aid may lose these benefits if they take Incompletes. See the Graduate Academic Progress Charts elsewhere in this *Bulletin* for information on required numbers of completed credits.

Graduate students who are given a mark of Incomplete (I) normally will have a maximum of six months to make up the Incomplete if they register in the subsequent semester, and a maximum of one year if they do not register in the subsequent semester. Unless the coursework is completed by the student and a final letter grade is submitted by the instructor of the course, the mark of I will revert to the mark of withdrawn (W). Requests for extensions of the Incomplete deadlines require the approval of the instructor of the course and the vice provost. No extensions of Incompletes will be considered beyond the maximum allowable extension date, which is one calendar year from when the Incomplete was assigned.

Once an Incomplete has reverted to a W, no further opportunity to complete the course is available to the student.

It is the normal expectation that, within the limits set forth above, faculty will take no longer than one month to file a final letter grade for the course. A grade of Incomplete is automatically assigned in any course for which the instructor has not submitted a grade.

All courses taken by graduate students, including courses numbered below 500, are subject to the foregoing policies on Incomplete grades.

Residence Requirement

Regardless of the student's previous graduate experience, the minimum residence requirement for any graduate degree is 24 credit hours. Most

doctoral candidates meet the University residence requirement before taking comprehensive exams.

Credit hours earned under any of the following rubrics normally may not be counted toward the Graduate School's minimum residence requirement: college teaching of the discipline (591), thesis (599), pre-dissertation research (698) and dissertation (699).

New and Revised Courses

Courses of instruction proposed by academic units as regular offerings within the curriculum of the Graduate School must be approved in advance by the Graduate Council. New course proposals must follow the information format established by the council, and must be formally approved by program graduate committees prior to their forwarding to the vice provost for agenda action by the council.

In practice, the Graduate Council has delegated primary authority for action on new course proposals to its curriculum committee. Approval of a new course by the curriculum committee is formally noted on each agenda for regular meetings of the Graduate Council, with the committee's approval standing as final unless two or more council members request that formal review and action be taken by the council.

The descriptions of courses as initially approved by the curriculum committee or Graduate Council remain official unless and until formal revisions are made and approved. Revisions of existing course numbers, titles, descriptions or credit-hour assignments may be proposed at any time by program graduate committees to the vice provost. In cases where the vice provost believes the revision of an existing course or courses of instruction implies substantive changes in the academic scope or general requirements of an advanced degree program, review by the Graduate Council's curriculum committee is required.

Program graduate committees may propose new courses as experimental, or "X," offerings. Experimental graduate courses require the approval of the vice provost, and may be formally offered only once. Courses offered on an experimental basis cannot be offered a second time unless they are formally approved as regular offerings according to the procedure given above. Proposals for experimental course offerings must follow the information format prescribed by the Graduate Council for regular course proposals.

The curriculum of the Graduate School is reviewed annually. Approved courses of instruction that have not been offered within the previous four semesters may be dropped from the curriculum by the vice provost, following formal notice to and consultation with program directors of graduate studies.

Course Numbering

Courses numbered 400 through 499 are advanced undergraduate courses for which graduate credit can be assigned only when a graduate student has successfully petitioned for graduate credit. The form "Petition For Graduate Credit For Advanced Undergraduate (400 level) Course" must be completed and submitted to the Graduate School at the time of registration.

In special instances, graduate credit for 400-level courses is granted by the Graduate School, on the recommendation of the instructor and the department chair, departmental graduate chair or dean of the school. The student must do additional work beyond that required for undergraduate students in the course. Within six weeks after the start of the semester, the instructor files with the Graduate School a statement on the nature of additional work the student is doing in the advanced undergraduate course. In general, approval of graduate credit for advanced undergraduate courses is limited to unique program circumstances usually involving interdisciplinary work. Graduate students should not expect to receive graduate credit for more than two 400-level courses.

Courses numbered 500 and above are graduate courses, ordinarily open only to graduate students, primarily at the master's level; 600-level courses are research seminars primarily for doctoral students.

Research Skills (707) Courses

The policies of the Graduate School allow students to register each semester for 1-4 credit hours of 707, research skills. Students may enroll in 707 courses only when the faculty of the program have determined that there are specific research skills essential to the student's degree work, and that such skills are not remedial—that is, are not normal admission requirements in that degree program. Research skills (707) credits taken by graduate students may not be used to satisfy course requirements in any graduate degree program and cannot be used in determining level 2 enrollment status.

Graduate Students in Undergraduate Courses

Courses numbered 499 or lower are not to be counted for graduate credit without special permission of the Graduate School (see above section on Course Numbering).

Undergraduate Students in Graduate Courses

Undergraduate students who are within eight credits of graduation may register for up to two

graduate-level courses and receive graduate credit, provided the graduate courses are not used to meet the undergraduate degree requirements. (These courses are offered at undergraduate tuition rates when the student is within eight credit hours of graduation and files the necessary form.) When graduate courses are not taken with the intent of fulfilling undergraduate requirements, such graduate hours do not count toward full-time status for financial aid purposes; thus, undergraduates taking graduate courses may not be eligible for certain types of financial aid.

To receive graduate credit for such courses, the undergraduate student must complete the "Petition to Receive Graduate Credits as an Undergraduate" form (available from the Registrar or the Graduate School). The form is then filed with the Registrar and the Student Accounts office.

While courses taken by undergraduates (and *not* used to meet undergraduate degree requirements) will appear on the undergraduate transcript, these courses are not counted toward the undergraduate degree or used in the calculation of the final GPA. The credits may be transferred to count toward the graduate degree.

Enrollment and Registration

Permission to register on days other than those designated must be obtained from the vice provost. Students registering later than the regular registration dates are charged a late registration fee. Students ordinarily are not admitted to any regular classes after the first 14 calendar days of the semester.

Payment of all outstanding charges, tuition and fees is a part of the registration process, and a student's registration is not complete until full payment is made. Payment or arrangement for payment must be made with the Student Accounts office prior to the first day of classes or, in the case of late enrollment, at the time of enrollment. Failure to conclude appropriate financial arrangements may result in the cancellation of the student's enrollment in classes.

CHANGES IN PROGRAM

Students may add a course or change course sections only during the first 14 calendar days of the semester and may drop a course without a grade being recorded during the first eight weeks of class. Students making changes in course enrollments (registrations) after the add/drop deadlines are assessed a late fee for each transaction.

1. To add, drop or change a course, students must obtain the written approval of the instructor and the department chair or the director of graduate studies. Signed forms are to be filed with the University Registrar's office.

2. Students may add or substitute courses, or change credit hours for courses carrying variable credit, without penalty within a period of 14 calendar days from the beginning of the semester. After that date, in addition to the normally required signatures, students must secure the signature of the vice provost.

3. Students may drop a course without restriction through the first eight weeks of class without a grade being recorded. If it is necessary for a student to drop a course after the eighth week of classes, submission of a W (withdrawn), WF (withdrawn failing) or WP (withdrawn passing) grade is determined by the instructor (see "Grades," above).

DISSERTATION REGISTRATION

All doctoral candidates must register for dissertation (699) to maintain registration after admission to candidacy.

Doctoral students are not permitted to register for dissertation (699) credits before they have been formally admitted to candidacy for the degree. Admission to candidacy for any doctoral degree occurs when the student has completed all coursework and research skill requirements and has successfully passed the required comprehensive examinations. Doctoral students who have completed all coursework for the degree, but who have not yet satisfied research skill requirements or have not yet passed the comprehensive examinations, must register each semester for an appropriate number of credit hours under the rubric Pre-Dissertation Research (698).

Because work on the dissertation may be interrupted from time to time for a variety of reasons, students may register for continuous registration (700) if they are not actively engaged in research and writing during a particular semester. When students declare inactive status, it is assumed that only a minimum amount of faculty supervision is required for them to maintain matriculation. Students are limited to a maximum of two years (four semesters) of continuous registration (700) during the five-year period following the successful completion of the doctoral comprehensive examinations.

WITHDRAWALS

Students who withdraw from all courses for which they are registered at the University must follow a formal withdrawal procedure if they wish their record to indicate good standing. Mere absence from class does not constitute due notice of withdrawal. Withdrawals are initiated with the University Registrar's office. No grades are recorded for students who formally withdraw within the first eight weeks of the semester.

CONTINUOUS REGISTRATION AND LEAVES OF ABSENCE

All students who have been admitted into a degree-granting program must maintain continuous registration each semester for a minimum number of credit hours, or must apply for a formal leave of absence. Students who do not register and who have not been granted a leave of absence are ineligible to return until readmitted. Graduate students are not required to maintain matriculation during the Summer Session unless they intend to complete their final degree requirements during this period.

Students who do not maintain registration become ineligible to return; they must reapply, paying a new application fee. Readmission is not automatic. Students who are readmitted are required to register for one credit for each semester they have not registered, plus one credit for the semester they re-enter, up to a maximum of four credits.

Graduate students in a degree program who wish to absent themselves from their studies for a semester or two should register for one credit of continuous registration (700). A leave of absence is granted only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Leaves of absence are not granted to students working toward a graduate degree who are absenting themselves from campus for a semester or two to undertake thesis or dissertation research elsewhere; such students should maintain continuous registration. Students going off campus to fulfill an internship related to degree requirements should similarly register for at least one credit of continuous registration, unless the department or school specifies a course rubric and a minimum credit-hour registration to encompass such internship experience.

Students must be registered during the semester their degree requirements are completed.

Leaves of absence, since they are given for personal hardship reasons, are normally for a maximum of one year. If at all possible, requests for leaves of absence should be submitted one month prior to the semester for which leave is requested. When a leave of absence is granted, the period of leave is counted against the time limitation for completing the degree.

Students who withdraw to enter military service are granted full tuition refunds for the semester if no academic credit is received. Students required to withdraw for disciplinary reasons are not entitled to any refund of tuition.

Students withdrawn by the University Counseling Center for adjustment difficulties may be granted WPs (withdrawn passing) in courses in which they are currently enrolled.

Auditing of Courses

Students who audit a course must pay tuition and are expected to attend the course faithfully and to fulfill whatever requirements the instructor may set. If in the instructor's judgment auditors have not conscientiously participated, the course will be expunged from their records.

Students taking a course for credit may not, after eight weeks, change the registration of the course to audit. Students auditing a course may not, after 14 calendar days, change the registration to credit.

A course taken on an audit basis may not be counted in determining full-time status for assistantship or fellowship eligibility.

Credit by Examination

No provision exists within the Graduate School for students to receive course credit by demonstrating proficiency through examinations. However, demonstration of proficiency in the subject matter of a course, in a manner acceptable to the program graduate committee, may permit the student to receive a waiver of the requirement of that particular course. In such cases the normal procedure is to substitute an approved elective course carrying an equivalent number of credit hours toward the degree pursued. With the approval of the program graduate committee, it is also possible for a student to satisfy degree requirements with fewer than the minimum number of credit hours normally established for the program, provided that the Graduate School's minimum residence requirements are met, and that the total number of graduate credit hours satisfactorily completed for any master's-level degree is not fewer than 30.

Transfer of Graduate Credits from Other Universities

Students matriculated in advanced degree programs may petition to have relevant graduate credits transferred toward their Binghamton University Graduate School degrees. Students should submit a petition to the appropriate department or school graduate committee, using the form established for this purpose by the Graduate School. The petition must include a copy of the official transcript. Credits petitioned for transfer must not have been used to satisfy the requirements of another degree. Petitions must be forwarded to the vice provost for final approval. If the vice provost approves, the transferred credits will be included on the student's official Graduate School transcript as a single entry of total credits accepted in transfer.

Credits for which transfer is sought must have been earned in graduate-level courses passed with grades of at least B. Courses for which the student did not receive letter credit will not be transferred. When courses are approved for transfer by the Graduate School, the letter grades are not reflected in the Binghamton University transcript, nor are they considered in determination of the student's grade-point average. Courses taken more than five years prior to matriculation in the Graduate School are accepted only in rare instances. Credits earned through correspondence courses, or through courses or experiences offered under the auspices of proprietary schools, business or industrial training programs, or schools conducted by federal agencies such as the Department of Defense, are normally not considered for transfer.

Limitations on the number of credit hours that may be approved for transfer are set by the Graduate School's minimum residence requirement of 24 credit hours for any advanced degree. Credits approved for transfer may not be applied toward this minimum residence requirement. For master's programs requiring a minimum of 30 credit hours, therefore, a maximum of six transfer credits may be applied toward the degree. When master's programs require more than 30 credit hours, the vice provost may accept a correspondingly larger number of transfer credits in individual cases.

Exchange Credits

When the special educational needs of a doctoral student at one SUNY institution can best be served by taking a course for credit at another unit of the SUNY system, the student should obtain a statement from the graduate program director, recommending that the student be admitted to the desired course at the institution preferred. The recommendation should state that the student has the prerequisites for the course and that, if the course is completed successfully, the credit for it will be accepted toward the degree. The statement from the department chair should be approved by the graduate dean of the student's institution. It should then be sent to the graduate dean of the institution being visited, who clears it with the instructor of the course and the chair of the department concerned. When approval is obtained, the student is admitted as a special student for purposes of taking the course requested. The student pays appropriate tuition and fees at the institution being visited. If the student has a tuition scholarship at the home institution, that scholarship is recognized by the visited institution. At the completion of the course, the visited institution, on request, sends a transcript to the home institution.

Double-Degree Accounting

Students admitted to a graduate program may double-count some courses for credit toward two degrees, within certain guidelines. A candidate for two degrees of the same rank (e.g., master's degrees) in separate disciplines may be allowed to take advantage of double-degree accounting in accordance with the following guidelines:

1. For students working toward two MA or two MS degrees, no double accounting is permissible.
2. For a student working toward an MA and an MS degree simultaneously, a maximum of three courses (12 credit hours) may be double counted. Double counting is similarly permissible for combinations of MA or MS degrees with the MBA degree.
3. For doctoral degrees, decisions about double-degree accounting are made on an ad hoc basis.
4. It is normally considered inappropriate to use thesis (599) or dissertation (699) credit hours for double accounting purposes.

Double-degree accounting requires endorsement by both program graduate committees and approval by the vice provost.

A candidate for two degrees of the same rank in the same discipline may be allowed to take advantage of double-degree accounting in accordance with the following guidelines:

1. An MAT candidate who wishes to pursue, concurrently or subsequently, an MA degree in the same discipline may claim double accounting for any and all courses, up to a total of five, that the department regularly lists as common to both its MA and MAT programs.
2. It is normally considered inappropriate to use MST coursework for double accounting purposes.

Policy Prohibiting Award of a Second Degree in the Same Field

State University of New York policy states that a second degree at the same level (e.g., master's or doctorate) can be awarded only when a significant amount of additional coursework in a very different field is completed. Normally when a student has already earned a master's or doctorate in a given discipline (e.g., economics, history, etc.) at either a foreign or a U.S. institution, a second degree at the same level in that discipline cannot be earned at Binghamton University.

Satisfactory Progress

Graduate students may be dropped from the Graduate School by action of the vice provost, on recommendation of the departmental or school

graduate committee, if it appears that they are not making satisfactory progress toward the degree and that it is unlikely that requirements for the degree will be satisfactorily completed. The minimum requirement for continuing status in the Graduate School is the maintenance of a B average.

Master's Degree

At their discretion, departmental or school graduate committees recommend for the master's degree those candidates who have:

1. Completed at least 24 credit hours of graduate coursework, exclusive of a thesis, in residence at Binghamton University.
2. Completed the required coursework presented for the degree (minimum total is 30 credit hours). A maximum of six hours of transfer credit is allowed for degree programs requiring 30 credit hours; a maximum of eight hours of transfer credit is allowed for degree programs requiring 32 credit hours.
3. Maintained at least a B average in courses approved by the departmental or school graduate committee and presented for the degree;
4. Fulfilled all departmental or school course requirements, with no credit for graduate courses in which a grade lower than C- has been received;
5. Given evidence satisfactory to their examination committees, by means of a master's examination (written and/or oral) and required papers or a thesis, that they are familiar with basic hypotheses and techniques of their disciplines and are competent in applying them.

Doctoral Degree

At their discretion, departmental or school graduate committees recommend for the doctor of philosophy or doctor of education degree those candidates who have:

1. Fulfilled the University residence requirement;
2. Maintained at least a B average in courses approved by the departmental or school graduate committee and presented for the degree;
3. Fulfilled all departmental or school course requirements, with no credit for graduate courses in which a grade lower than C- has been received;
4. Given evidence satisfactory to their examination committees by means of a comprehensive examination (written and/or oral) that they are familiar with basic hypotheses and techniques of their discipline and are competent in applying them;
5. Satisfactorily fulfilled the departmental or school research skills requirement;
6. Submitted a dissertation, on a topic approved by the department, that embodies the results of original research and gives evidence of high scholarship.

ADMISSION TO PHD/EDD CANDIDACY

Matriculated students are admitted to candidacy for the doctoral degree by the vice provost, on recommendation of the appropriate academic unit, when they have passed required comprehensive examinations and met all research skills and coursework requirements, as certified by program submission of the Admission to Candidacy Form. Within six months of admission to candidacy, a copy of the dissertation prospectus approved by the dissertation committee must be submitted to the department or school office.

Candidates for the doctoral degree must complete all requirements for the degree, including the dissertation, within five years after admission to doctoral candidacy.

DISSERTATION DEFENSE

The dissertation committee has direct charge of all matters pertaining to the dissertation. The dissertation must have the unanimous approval of the program before arrangements are made for the final examination for the degree.

Members of the dissertation committee serve on the examination committee, and the dissertation chair normally serves as examination chair. The list of examiners may include one or more faculty members outside a program, if they were members of the dissertation committee.

Outside Examiner

To the examination committee members, the vice provost, upon recommendation from the department, adds an outside examiner as the representative of the faculty of the Graduate School. The outside examiner is either a Binghamton University faculty member from a related area outside the major department or division or someone from a related discipline outside the University. Normally, the outside examiner will have no involvement in the supervision of a dissertation. The outside examiner's function on the examination committee is to render an independent judgment and to assure that the dissertation satisfies Graduate School standards.

In special circumstances, particularly when a student would benefit from early counsel from a faculty member outside Binghamton, the department chair or director of graduate studies can petition the vice provost to appoint an outside examiner while the dissertation is still being written.

If the nominee is from another institution, the program officer should forward sufficient materials so the vice provost can evaluate the nominee's academic credentials. The vice provost then invites the nominee or another faculty member to serve as outside examiner.

Thesis and Dissertation Preparation

For specific instructions regarding the preparation of master's theses and doctoral dissertations, students should obtain from the Graduate School a copy of the *Graduate School Student Handbook*.

Requirements for Listing Major and Minor Fields

For advanced degree recipients, the major and minor fields of specialization satisfactorily completed are listed on the official Graduate School transcript. Such listings are limited to one major and two minor fields for doctoral degree candidates, and one major and one minor field for master's degree candidates. Minor field listings may be of two types, intraprogram and interprogram. The listing of intraprogram minor fields is optional at the discretion of the program graduate committee.

INTRAPROGRAM MAJOR AND MINOR FIELDS

Intraprogram major and minor fields to be listed formally on transcripts are normally limited to those fields of specialization listed in the program descriptions of this *Bulletin*. On recommendation by a program graduate committee, the vice provost may approve special intraprogram major and minor field listings in individual cases. The minimum requirements for intraprogram major and minor fields are determined for individual students by the program graduate committee. At the time of admission to candidacy for the degree (for doctoral students), or of recommendation for award of the degree (for master's students), the program director of graduate studies must certify to the vice provost that the student has satisfactorily completed the approved major and minor specializations to be listed on the student's official transcript.

INTERPROGRAM MINOR FIELDS

Certain departments and schools offer minor fields of specialization that can be undertaken by students matriculated in other advanced degree programs on campus. Each participating department's or school's program graduate committee determines the specific requirements to be completed by students for each minor field it offers. As a minimum requirement, however, each approved interprogram minor must involve at least three 4-credit graduate courses (which may include 400-level courses for which graduate credit has been individually sought and approved). It is also normally expected that students seeking to complete interprogram minors will have faculty members representing those fields on their PhD/

EdD guidance committees or master's advisory committees.

Before beginning coursework leading to an interprogram minor, students must seek and obtain formal approval from the graduate committee of the program in which they are matriculated. All coursework required for an interprogram minor must be completed prior to the student's standing for the comprehensive examinations for the degree pursued. Interprogram minors should be explicitly covered as part of these comprehensive examinations. Concurrent with the recommendation of the student for admission to candidacy (for doctoral students) or for award of the degree (for master's students), the director of the graduate program in which the minor field is completed must certify to the vice provost the student's satisfactory completion of the minor to be listed on the student's transcript.

In addition to the titles of approved and satisfactorily completed major and minor fields of specialization, official Graduate School transcripts show the titles of doctoral dissertations and master's theses submitted in partial fulfillment of degree requirements. All such special transcript listings are made only at the time of completion of final degree requirements.

Completion Deadlines

For the spring semester, the deadline for fulfilling thesis and dissertation requirements is 10 days prior to Commencement. Students completing all degree requirements during the summer or fall semesters should contact their program unit or the Graduate School for deadlines.

Awarding of Graduate Degrees

When all requirements have been completed, departmental or school graduate committees so certify to the vice provost and recommend that the

appropriate degree be awarded. Following verification by the Graduate School that all degree requirements prescribed by the graduate faculty have been met, the vice provost approves the award of a graduate degree.

Degrees are awarded three times each year, in January, in May and in August. Students who complete degree requirements in the fall semester are awarded degrees in January; students who complete degree requirements in the spring semester are awarded degrees in May; students who complete degree requirements during the summer sessions are awarded degrees in August. Formal investiture of all degrees occurs at the University's annual spring Commencement. All students who have completed their graduate degree requirements during the previous 12 months are invited to participate in Commencement ceremonies. Eligible students are notified by the Graduate School of charges and responsibilities to be fulfilled. Graduate students qualified to participate are represented on the Commencement committee by a member selected by the Graduate Student Organization; they are informed of their role in the program by this representative.

Waiver of Regulations and Requirements

Specified Graduate School regulations and/or program degree requirements may be waived by the vice provost in individual instances. A petition for such a waiver must be endorsed by the appropriate program graduate committee and graduate program director, who append their reasons for believing that the requested waiver would not result in a breach of the spirit of the specified regulation or requirement.

The University reserves the right to alter these regulations and requirements without notice, pending the publication of the next scheduled issue of this *Bulletin*.