Academic Policies and Procedures

UNDERGRADUATE INFORMATION

The following pages contain academic regulations and other information of interest to all students pursuing an undergraduate degree at Binghamton. In addition to the all-University regulations discussed here, regulations specifically pertaining to the various schools at the University appear in the school sections later in this Bulletin. All students are expected to be familiar with the regulations in this section and in the section for the school in which they are enrolled, and are responsible for their observance. For interpretations of these regulations or for answers to questions about specific points of academic policy, students should consult the academic advising office of the college or school in which they are enrolled. Students whose circumstances or aspirations are not covered by standard academic policies, or who wish to request exceptions to standard policies, may seek a waiver by filing a petition in the academic advising office of the college or school in which they are enrolled. If the initial petition is not resolved to their satisfaction, they may appeal according to guidelines available in each dean’s office. To aid students with their appeals, the Student Association provides an ombudsperson.

UNDERGRADUATE GENERAL EDUCATION PROGRAM

Convinced that there are several areas of knowledge and experience that ought to be central to the academic experience of every Binghamton University undergraduate student, Binghamton has adopted a comprehensive General Education curriculum. This program is foundational, that is, it is a lower-division program that will normally be completed by the end of the second year of coursework. Through the establishment of this curriculum, the faculty encourages students to investigate the variety of subjects taught at Binghamton and to broaden their horizons by taking a wide range of classes. The intended result is that students will shape their curricular goals in the context of several broad areas of learning. These are:

Category 1: Language and Communication

Both in the professions and the workplace in general, the exchange of ideas is predicated upon proficiency in communication, particularly written communication.

Discipline-based Writing Emphasis courses are lower-division courses in any of the departmental or divisional courses at the University that emphasize writing as a process of revision and require a minimum of 20 pages of writing. They include courses in which the writing is done in a language other than English. At least 50 percent of the course grade is based on student writing.

Category 2: Creating a Global Vision

The complexity of the modern world demands that students attain a heightened awareness both of the plurality of cultures that have contributed to the making of the United States and of the interdependence of the cultures of the world.

A) Pluralism in the United States courses consider three or more cultural groups in the United States in terms of their specific experiences as well as their relationships with one another. Each course takes substantial account of at least three of the following: African Americans, American Indians, Asian Americans, European Americans and Latino Americans.

B) Global interdependencies courses consider how various regions of the world influence and interact with one another.

Category 3: Science and Mathematics

Students need to have an understanding of the methods of investigation typical of the natural sciences and must be able to make individual observations and quantitative measurements in a hands-on environment. In order to have the experience of discovery through the use of logic and reasoning, students also need to study mathematical methods and reasoning.

A) Laboratory science courses emphasize the formulation and testing of hypotheses and the collection, analysis and interpretation of data. Each course includes a minimum of 10 laboratory meetings, exercises, field studies or practica.

B) Mathematics/reasoning courses include any course in the Mathematics Department...
numbered 220 or above, any course in the Computer Science Department numbered 120 or above (except CS 205) and include other courses, such as those in logic or statistics, that have a substantial and sufficient content of mathematical methods and reasoning. Appropriate advanced placement credit may be used to satisfy this requirement.

**Category 4: Aesthetic Perspective**  
(One course)

Through aesthetic experience, students gain an expanded sense of culture, a greater appreciation of the diverse ways in which human beings express themselves and deeper insight into the role of the imagination in the creative process.  

Aesthetic perspective courses permit students to engage in the study or practice of forms of artistic expression in such fields as cinema, music, the visual arts, theatre and literature. Courses in aesthetic theory are also appropriate.

**Category 5: Physical Activity/Wellness**  
(Two credits)

Exercise, body awareness and wellness are essential components of a healthy and productive lifestyle. The dictum we follow is “a sound mind in a sound body.”

A) Physical activity courses devote at least 50 percent of their time to the performance of physical exercise designed to develop one or more of the following attributes: neuromuscular skill, muscular strength and endurance, cardiovascular endurance and flexibility.

B) Wellness courses deal with such topics as diet and nutrition, physical development, substance abuse, human sexuality, relaxation, or physical, mental and emotional fitness. Their focus is on developing a healthy lifestyle rather than on simply providing information about the human body.

The requirement may be fulfilled in any of the following ways:

1. Completion of a one-credit (or more) physical activity course and a one-credit (or more) wellness course.
2. Completion of a one-credit physical activity/wellness course and one of the following:
   - one-credit activity course;
   - one-credit wellness course;
   - one-credit activity/wellness course.
3. Completion of a two-credit (or more) course that combines activity and wellness.  

*Note: Physical activity and wellness components may be combined to create physical activity/wellness courses.*

**Restrictions and Exceptions**

- The General Education requirement will be waived for all transfer students with an associate degree or with junior standing (defined as 57 completed credit hours). Transfer students with fewer than 57 hours of credit will have to meet the overall General Education requirement but may use appropriate transfer credits to satisfy particular course requirements. The determination of which transfer credits satisfy General Education requirements will be the responsibility of the evaluator of transfer credit in each of the undergraduate schools.

- General Education courses may also be counted as satisfying college and major requirements.

- Certain courses are designated as meeting the criteria for more than one of the General Education categories. When a course is so designated, students may use it to satisfy only one of the General Education course requirements. There is a single exception to this rule: Discipline-Based Writing Emphasis courses may also satisfy one other General Education requirement.

- General Education courses may not be taken Pass/Fail, unless that is the mandatory grade option in the course (as is the case, for example, with physical education courses).

- Since the General Education program is intended to foster a shared educational experience in the student’s first two years at Binghamton, advanced placement credit may not be used to satisfy General Education requirements. The one exception is the mathematics/reasoning requirement: advanced placement credit may be used to fulfill this requirement.

- For all General Education requirements a “course” is understood to be four credits. There are exceptions to this rule: 1. Transfer courses that earned three credits at the student’s original school. 2. Physical activity/wellness courses. The specific credit hour criteria for these courses are defined above. 3. Two-credit laboratory science courses and one credit laboratory courses which have a four credit pre- or corequisite.

**Summary of General Education Requirements**

(Courses that satisfy General Education requirements will be so designated in the Schedule of Classes each semester.)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Discipline-based writing emphasis course: composition (C)&quot;........................................ 4</td>
</tr>
</tbody>
</table>
2. American pluralism course (P) .................... 4
3. Global interdependencies course (G) ................................................ 4
4. Science laboratory course (L) ................... 1-4
5. Mathematics/reasoning course (M) ................................................ 4
6. Aesthetic perspective course (A) ................. 4
7. Physical activity/wellness half-course (Y, S, B)** ...............................

TOTAL 23-26

* The code letter attached to a course in the Schedule of Classes means that this course fulfills the particular General Education requirement listed.

** (Y=activity; S=wellness; B=both)

**Determination of Graduation Requirements**

Graduation requirements for the undergraduate schools on the Binghamton campus are listed in the individual school sections of this Bulletin. In general, matriculated students follow the requirements for graduation listed in the Bulletin current at the time they are admitted. However, students who interrupt enrollment for three or more consecutive semesters (not counting summer sessions) are governed by the Bulletin in effect when they are readmitted. Exceptions are made for students eligible to continue at Binghamton who are forced to leave because of involuntary recall to military service.

With the departmental adviser's consent and approval from their college or school's academic advising office, students may elect a later Bulletin under which to fulfill the degree requirements; they may not elect an earlier Bulletin, nor use a combination of requirements from different Bulletins.

No Bulletin more than 10 years old may be used under any circumstances. Should a student maintain continuous enrollment under a Bulletin older than 10 years, the Bulletin under which degree requirements are to be completed is determined by the advising office of the college or school in which they are enrolled, in consultation with the student's departmental adviser.

Previously non-matriculated students who then matriculate are governed by the requirements of the Bulletin in effect at the time of their matriculation.

When courses required in older Bulletins are no longer offered, or in other special cases, course substitutions may be made with the approval of appropriate department chairs, departmental advisers or deans.

Changes in regulations concerning grading systems, withdrawals, academic actions, attendance at other institutions, etc., may be made by appropriate University governing bodies; they become effective on the date specified in the legislation. The University reserves the right at any time to make changes deemed necessary in the regulations, fees, courses, or programs described in this Bulletin, and to cancel any course if registration does not justify its continuance or if qualified faculty members become unavailable.

**Residence Requirements**

To receive a degree, students in the Decker School of Nursing, School of Management, or Harpur College must take at least 7 1/2 courses (30 credits) while in residence at their school. These 7 1/2 courses must be the last 7 1/2 courses toward the degree, unless students petition the appropriate academic advising office and obtain in advance an exception to this rule. Watson School students must also take at least 30 credits in residence, of which half (15 credits) are Watson School courses; exceptions to this policy may be made only by petition to the school's Academic Standards Committee. Students in the School of Education and Human Development must take at least 32 credits while in residence at the school. These credits do not have to be the last 32 credits toward the degree.

**Classification of Students**

A student must pass a minimum of 24 credits to be classified a sophomore; 57 credits to be classified a junior; and 88 credits to be classified a senior. For this purpose, incompletes are counted as credits passed.

**Program Load**

The term “full-time student” is applied to a person carrying 12 or more credits. Full-time students attending Harpur College, the Decker School, the School of Education and Human Development or the School of Management normally enroll in four courses each semester. Watson School students are considered full-time if they register for 12 or more credits each semester. All courses, except where indicated in this Bulletin, carry four credits. Those carrying four credits also carry the assignment of a minimum of one or two hours per week of independent or tutorial work under the guidance of the faculty, outside of regularly scheduled classes. Outside reading and study are required to complete classroom assignments. Students are also expected to meet several times each semester with the instructor to obtain supervision and periodic evaluation of work done outside of regularly scheduled classes.
There is no rigid pattern of class meetings. In such courses as beginning languages and sciences, a course may have classes and laboratory sessions five or six hours a week. Other courses may meet three or four hours a week. As noted above, however, time spent in the classroom is only a part of the student's workload. In general a “course” represents the pursuit of a skill or a body of knowledge that engages approximately 25 percent of the formal academic effort of a full-time student during the semester.

Undergraduate students are allowed to register for no more than 18 credit hours (not including physical education courses), unless they have filed an academic petition form for an overload. Petitions to register for an overload are considered on an individual basis when submitted to the appropriate academic advising office.

**Attendance**

Students are expected to attend all scheduled classes and laboratories. An instructor may deny a student the privilege of taking the final examination or of receiving credit for the course, or may prescribe other academic penalties, if the student misses more than 25 percent of the total class sessions. Excessive tardiness may count as absence. In cases of excessive absence, the instructor may request the appropriate academic advising office to investigate.

**Transfer of Summer and Visiting Student Credits**

Once students are matriculated at Binghamton University, they may obtain credit toward graduation for courses taken at other institutions. Harpur College students wishing to have these courses count toward their major and all students in the Decker School, SEHD, the School of Management or the Watson School should submit a “Petition to Take Courses At Another Institution,” approved by their appropriate school or department, to the academic advising office of the college or school in which they are enrolled before taking the course(s).

Adjustments are made in the transferred credits when the credit system at the other institution is different; e.g., credits taken under a quarter system, rather than a semester system, are transferred to Binghamton at two-thirds of their quarter-credit value. In general, credits may be transferred only if they were earned for courses that are essentially theoretical rather than practical in nature (e.g., not practice teaching or typing courses), and if the student received a grade of C– or better, or the equivalent (C or better for students in the School of Management).

These guidelines apply to courses taken at other institutions during the summer, correspondence courses, study abroad courses sponsored by other units of the State University of New York, and courses taken through the Visiting Student Program (which involves a semester or a year of study at one of many participating public and private schools in New York state).

Students participating in study-abroad programs sponsored by American universities not a part of the State University of New York system, as well as students studying for a time at a foreign university, should first petition to transfer the credits they plan to earn. Upon completion of the program, a transcript or official grade statement should be sent to the appropriate academic advising office.

**Progress Toward Degree (DARS)**

All undergraduate students at the University receive a Progress Toward Degree report from the Degree Audit Reporting System. This report is sent each semester to students prior to advance registration (course request period) by the office of the University Registrar. The report shows the students what program requirements have been completed and what requirements are remaining for their degrees. If students have questions regarding the Progress Toward Degree report, they should consult with a professional adviser in their college or school or with their major departmental adviser.

Also, students may obtain a Progress Toward Degree report for a fee of $2.00 by going to the Registrar’s office (SW-119) and ordering one for next-day pickup.

**Double Degree Program**

A student may earn two degrees in very different fields by completing a significant amount of work (typically 30 credits) beyond that required for one degree and satisfying requirements for both programs. Harpur College offers combined programs of study with the Decker School of Nursing, the School of Education and Human Development, the School of Management, and certain programs in the Watson School. To learn more about requirements and application procedures, contact the academic advising office of the college or school in which you are enrolled.

**Course Offerings**

Courses are listed under the individual school sections of this Bulletin. The date given after the course title indicates the academic year in which
the school expects to offer the course; however, course offerings are contingent on availability of faculty, classroom and laboratory space, and sufficient enrollment. The Schedule of Classes, published prior to advance registration and regular registration, is the final list of courses for each semester. Changes to the schedule made after publication may be viewed on-line via the BUSI system.

Course Numbering and Prerequisites
All Binghamton University undergraduate schools use a course-numbering system from 100 through 499. While each school may define the tiers more specifically, all schools define 100-299 as lower division and 300-499 as upper division.

Harpur College numbering system:
100-199 Introductory courses, normally with no prerequisites, open to all students.
200-299 Intermediate courses, with or without prerequisites.
300-399 Intermediate courses, normally with prerequisites.
400-499 Advanced courses with specific course prerequisites.

Professional schools’ numbering system:
100-199 Lower-division introductory courses, no prerequisites, open to all students.
200-299 Lower-division intermediate courses, with or without prerequisites.
300-399 Upper-division intermediate courses, intended primarily for juniors and seniors, with prerequisites (courses, class standing or special permission).
400-499 Upper-division advanced courses, intended for seniors, with specific course prerequisites.

Within these levels, certain numbers are set aside to indicate particular learning experiences: -91 indicates a teaching practicum course; -95, an internship; -97, an independent study; -98-99, honors or thesis work.

Program planning must include the early identification of and registration for prerequisites to courses that the student intends to take at a later time. All prerequisites are included in the course descriptions that appear elsewhere in this Bulletin. When there are special reasons, students may register for a course without having completed the prerequisites, provided they first obtain the consent of the course instructor.

Registration and Changes In Program
There are three formal registration periods for each major semester (fall and spring): The course request period (advance registration) occurs during the mid-portion of the semester prior to classes starting; the last two weeks of a semester is on-line, end-of-semester registration for an upcoming semester; and there is a brief on-line registration period prior to the start of classes for students who may have missed one of the two earlier periods. Only eligible students may participate. All student registration activity is done by students using the Binghamton University Student Information (BUSI) system from the Information Centers located around campus and in the residence halls. Also, students may access the system on the World Wide Web (http://www.binghamton.edu/).

Students cannot be registered if they have an outstanding financial delinquency with the University. Students are not officially registered until all tuition and fees are paid or arrangements for such payments have been approved by the Student Accounts office. Students who have not made financial arrangements with the Student Accounts office by the first day of classes are subject to a late registration fee.

In addition to registration activities, Binghamton University also conducts an add/drop period during each semester. Students may add a course to their schedule during the first two weeks of classes prior to the announced add deadline. During the first nine weeks of classes, before the announced drop deadline, students may 1) drop a course without having a grade recorded; 2) change a course from credit to audit status; 3) change grading options for individual courses. These policies apply to courses offered on a full-term basis. Add and drop deadlines for courses offered for a half-semester or less are adjusted accordingly.

All course adds or drops after the deadline dates require academic approval of the student’s academic advising office and an associated late fee. Such late requests should be made on the Late Add/Drop Petition Form obtained from the academic advising office. Students must cite extraordinary circumstances to justify a late drop, that is, circumstances beyond their control and beyond their ability to foresee. Poor judgment or academic incompetence does not qualify as an extraordinary circumstance.
Binghamton University
Student Information (BUSI) System

All students at Binghamton University have access to an on-line information service through the Binghamton University Student Information (BUSI) system. There are approximately 60 computer terminals located at several Information Centers around campus and in the residence halls. Students may also use the Computer PODS and can dial into the system on a personal computer with a modem. Students may check their current schedule of classes to verify which courses they’re registered for, check their grades, check their final examination schedule, check to see whether they have any financial obligations to the University, register for classes and change grading options. Additional features will continue to be added to the BUSI system.

Credit by Examination

Credit for knowledge gained outside the classroom may be obtained by passing tests prepared by the New York State Education Department (Regents College Examination Program, or RCEP) and the College Entrance Examination Board (College-Level Examination Program, or CLEP). Students may apply certain credits earned through published subject examinations toward fulfillment of degree requirements. University credit may be given for subject tests only, not for general examinations under CLEP.

Students may count up to 32 credits of external examination credit toward the degree. In addition to RCEP and CLEP, this total also includes credit earned through Advanced Placement, International Baccalaureate, U.S. Armed Forces Institute/Defense Activity for Non-Traditional Education Services (USAF/DANTES), all forms of credit by examination from other institutions, and credit through correspondence.

Unless a department files a different recommendation, four all-college or elective credits are granted to enrolled and registered students with a grade of C or higher in each CLEP and RCEP subject examination. Acceptance of these examinations for major credit is governed by the policy of the school and/or department. Credit for external examinations is awarded through the academic advising office of each college or school.

Grading Systems

At the end of each semester, students are sent a grade report by the Registrar’s office. For a discussion of the grading system used in each undergraduate college and school, please see the college and school sections in this Bulletin. Under appropriate circumstances, students may take undergraduate courses in any of the schools at Binghamton University. Courses are usually graded according to the offering college or school’s grading system; e.g., a course offered by the School of Management is graded using that school’s system, and a Harpur College course is graded according to the Harpur system. However, if students petition the instructor for an exception, they may be graded according to the system in use at their home college or school. (Thus, a student majoring in Harpur College who takes a School of Management course must petition the instructor and the Harpur academic advising office in order to be graded according to the Harpur College system.) Petitions should be submitted by the deadline for change-of-grading option. Students should realize that not only do grading systems differ from school to school, but the various schools also have their own policies on taking courses in the other Binghamton University schools and on petitioning for grading options. These grading systems are described in this Bulletin in the introductory section of each school.

Students wishing to register a complaint about alleged unfair grading procedures should speak with the instructor or the appropriate department chair.

Notation of Incomplete

A notation of Incomplete, rather than a grade, may be reported by the instructor when a student has not been able to complete a course for what, in the instructor’s judgment, is a compelling reason. The submission of an Incomplete means that a student has made a substantial commitment to the course, but some remainder of the work must still be accomplished before an evaluation can be made.

Students must determine with the instructor what work is necessary for completion of the course and when the work must be submitted.

Ordinarily all Incomplete notations must be replaced with grades by the end of the next semester, whether or not the student is in college. Incomplete notations change to an F grade at the end of the next semester unless an official extension has been filed with the
Rules Governing Academic Life

ACADEMIC INTEGRITY
The faculty assumes that themes, term papers, studio work, results of laboratory experiments, examinations and computer-generated material submitted by the student represent the student's own work. The presentation for academic credit of the same work in more than one course is prohibited, unless a joint project receives the express and prior consent of the instructors involved. The following remarks are intended to clarify this for all students:

OPERATION IN PREPARING COURSE MATERIAL
Cooperative study of coursework is one of the legitimate ways to master a subject. Joint discussion of problems is, therefore, encouraged. Sometimes instructors encourage collaborative methods of learning, including peer review of papers. This too can be a productive way of mastering material and promoting one's writing abilities. Students should be aware that wherever such learning results in an instructor's evaluation, they are responsible for acknowledging their membership in the group fostering their learning.

WRITTEN WORK
Much coursework is assigned to students individually rather than in groups. In carrying out such assignments, a student may ask others for criticism of a piece of writing. Effective learning is often fostered by cooperation and assistance. Nonetheless, such assistance should never be so complete or so detailed that the piece of writing becomes more the work of the person assisting than of the student. That would be a form of misrepresentation. Similarly, a student may occasionally feel the need for preliminary aid in understanding the principles involved in various problems and the methods to be used in solving them (for example, in mathematics and foreign language courses). Such aid is legitimate, but in every case the student must be responsible for the preparation and presentation of assignments. Without these precautions, the student may unwittingly become involved in collaborative work so extensive that it may be considered plagiarism.

LABORATORY EXPERIMENTS
Although students may be permitted or required to cooperate with one or more other students in a laboratory experiment, many experiments are to be done by the students independently, and all require some independent work. For students to submit the results of another's experiment as their own, or to accept unauthorized help in an experiment, constitutes academic dishonesty.

CREDIT
All sources of assistance—published or unpublished—are to be scrupulously acknowledged in every piece of writing and in oral reports.

ACADEMIC DISHONESTY
Academic dishonesty refers to acts of plagiarism, cheating and falsification of research data. Plagiarism is taking and passing off as one's own the ideas, writings, computer-generated material, etc., of others: that is, the incorporation into one's written or oral reports of any unacknowledged published, unpublished or oral material from the work of another. It is the right of the faculty member to whom such reports are submitted to decide whether plagiarism has been committed. Obviously, no faculty member makes such a determination without evidence. Factors contributing to that determination include the degree of dependence on unacknowledged outside material, inadequate acknowledgment or the presence of misleading references. In any particular course, students should contact the individual faculty member for information about acceptable and appropriate methods of acknowledgment.

Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Falsification of research data involves the intentional misrepresentation of circumstances, procedures, participants and/or results of research projects. For additional information on what constitutes plagiarism, contact the Writing Center, LN-1209.

ADJUDICATION
Cases of alleged plagiarism, cheating and falsification of research data reported by faculty members are referred to the appropriate college committee for adjudication.
ACADEMIC GRIEVANCE PROCEDURES
If a student has a complaint about a grade or other academic grievance, the first step is to talk to the instructor involved. If the matter is not settled satisfactorily, the student should contact the department chair or division director about the complaint and submit the complaint through the formal grievance procedure established by the department. The department decision may, if the student still feels aggrieved, be appealed to the appropriate dean.

COPYRIGHT LAW
Students should be aware that copyright laws cover photocopying and other reproductions of materials. Students should contact faculty members or library staff for information regarding these laws.

CLASSROOM DISCIPLINE
Any instructor may exclude from attendance any student who, in the instructor’s judgment, has seriously impaired the class’s ability to achieve the objectives of the course.

The student may appeal the instructor’s action to the department or school via the department’s grievance procedure. If the student is not satisfied with the ruling or recommendation emerging from the grievance hearings, an appeal may be brought to the appropriate dean.

ATTENDANCE IN CLASSES
Students are expected to attend all scheduled classes, laboratories and discussions. Instructors may establish their own attendance criteria for a course. They may establish both the number of absences permitted to receive credit for the course as well as the number of absences after which the final grade may be adjusted downward. In such cases it is expected that the instructor stipulate such requirements in the syllabus and that the syllabus be made available to students at or near the beginning of classes. In the absence of such statements, instructors have the right to deny a student the privilege of taking the final examination or of receiving credit for the course, or may prescribe other academic penalties if the student misses more than 25 percent of the total class sessions. Excessive tardiness may count as absence.

ACCESS TO UNIVERSITY RECORDS
The Freedom of Information Law (Public officers Law, Article 6), effective January 1, 1978, provides rights of access to University records, except those that fall within one of the nine categories of deniable records (section 87(2)).

Written application for examination and copying of accessible records must be made during regular business hours on the approved forms or in a letter addressed to the Records Access Officer, Office of University Counsel, 609 Couper Administration Building. Appeals of a denial of requested information may be taken within 30 days to the SUNY office of Governmental and University Relations in Albany.

STUDENT RECORDS
The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, provides students with access to their files and assures them of the confidentiality of their records. Undergraduates’ main academic files are kept in the University Registrar’s office. Graduate records are kept in the office of the Vice Provost for Research and Graduate Studies. The University is not required by legislation to make available to students files kept in the office of the New York State University Police, Binghamton: University Counseling Center, or Student Health Center. Students with files in these offices should contact the appropriate office with any questions.

There is to be no oral or written release of personally identifiable information from any student’s educational record without the signed and dated consent of the student, except to:

a. authorized University personnel defined by the person responsible for the file as having a reasonable need to know

b. state and federal education authorities to whom information must be made available by statute and/or for the audit of federal programs

c. organizations and educational agencies involved in testing, administering financial aid or improving instruction, provided the information is presented anonymously

d. accrediting agencies

e. appropriate persons to comply with a court-ordered subpoena, in which case an attempt is made to notify the student in advance

f. appropriate persons in the case of emergency

g. University counsel

Information printed in the University Directory and information routinely released to the public, such as Commencement listings, election results and rosters of athletic teams, is regarded as public or “directory information” and, as such, may be released without student consent.

The following information is defined as directory information and can be routinely released unless specified differently by the student:
Name
Local address and telephone number
Home address and telephone number
E-mail address
Class level
Degree information (including any associated majors, certificates or minors)
Dates of attendance

Students should be aware that even though they may request and receive directory exclusion status, it is a federal requirement that the University promptly provide lenders and guarantee agencies with any information it has regarding the last known address, surname, employer and employer address of a borrower who attends or has attended the University.

Information that is not classified as directory information and cannot be released to third parties without written consent of the student includes (but is not limited to) the following:

- Grades
- Grade-point average
- Student course schedules (including class name, meeting times and meeting places)
- Financial aid information
- Student identification number (usually Social Security number)

Third-party sources requesting to know a student’s course schedule for “emergency purposes” should be referred to the New York State University Police, Binghamton. University Police will attempt to ascertain the nature of the emergency and contact the student with the message.

Other Information Regarded as Public
Other information occasionally released in a routine manner to appropriate representatives of various media for publicity purposes includes:

- a. Awards and academic degrees awarded at Binghamton University
- b. Participation in recognized University activities (election outcomes, membership in athletic teams, participation in plays, etc.)
- c. Personal information on members of University athletic teams (height, weight, high school, etc.).

Students with questions about their records or wishing to withhold their names from the University Directory should contact the Registrar’s office (x6087).

POLICY ON RESPONSIBLE CONDUCT OF RESEARCH
The Public Health Service and National Science Foundation require recipients of grants to develop policies on scientific misconduct and adopt procedures to both uncover acts of research fraud and examine allegations of misconduct in the conduct of research. On the advice of the Graduate Council and its Advisory Committee for Scholarship and Research, the University has adopted the following policies regarding the responsible conduct of research in all fields throughout the University.

DEFINITION
Research misconduct is defined as fabrication, falsification, plagiarism or other serious deviation from accepted practices within the scholarly community in proposing, conducting or reporting research and creative scholarly activity. It does not include honest error or honest differences in interpretations or judgments of data.

POLICY
The University has established a procedure to review reports of research misconduct. The principles associated with Binghamton’s policy and procedure are as follows:

1. The University shall treat all parties with justice and fairness and shall be sensitive to each person’s reputation and responsibilities.
2. Procedures shall preserve the highest attainable degree of confidentiality compatible with an effective investigation response.
3. Procedures shall be as expeditious as possible in leading to the resolution of the charges in a timely manner.
4. The integrity of the process shall be maintained by carefully avoiding any real or apparent conflict of interest.

PROCEDURE
The vice provost for research and graduate studies has primary responsibility for overseeing research integrity, and shall appoint a research standards officer (RSO), who will be primarily responsible for the correct observance of the procedures set forth below. The RSO will normally be the operations manager of the Research Foundation at Binghamton.

Reports of misconduct shall be handled in a four-stage process: (1) an inquiry to determine whether the allegation or related issue warrants further investigation; (2) when warranted, an investigation to collect and examine all pertinent evidence; (3) a formal finding on the allegation; and (4) appropriate administrative action on the matter.

1. Inquiry
   a. The contact person for allegations of research misconduct is the research standards officer. The contact person shall be responsible for securing and maintaining written records for all allegations.
   b. An inquiry shall be made into any allegation that the initiator (the person making the allegation) provides in writing to the RSO. The purpose of this inquiry is to determine
whether a full investigation is warranted. The RSO will notify the respondent (the person about whom the allegation is made) in writing of the allegations (maintaining the confidentiality of the initiator), and of the respondent’s right to submit a written response to the allegation. The RSO shall submit the allegation along with all evidence that may exist, any written rebuttal from the respondent, and any other pertinent documentation to the Advisory Committee for Scholarship and Research of the Graduate Council for review. The RSO will provide staff support to the committee. The Advisory Committee shall make a written recommendation to the VPR on whether a formal investigation is warranted. This process must be completed within 60 days of the receipt of the initial allegation unless an extension of time is approved by the VPR.

c. Within 10 days of receiving the recommendation, the VPR, after consulting with Legal Affairs and the RSO, shall determine whether to conduct an investigation, to drop the matter or to take some other appropriate action. If the VPR decides not to pursue the matter further, the RSO will seal all files and notify the respondent and the initiator in writing that allegations have been dropped. If the VPR decides to proceed with an investigation, the RSO will notify the respondent and initiator in writing, and the VPR will notify the respondent’s chair, dean and vice president; the RSO will also notify external funding agencies and governmental offices as contractually required.

2. Investigation

a. The VPR shall define the subject matter of the investigation in a written charge to the Investigation Panel. The VPR may change the subject matter during investigation if substantive new material is discovered by the Investigation Panel; the panel must notify the VPR of such new material.

b. The VPR, within 30 days of the inquiry report, will appoint an Investigation Panel of persons who have no conflicts of interest with the respondent and have research backgrounds that qualify them to understand the subject matter of the alleged research misconduct. The panel will consist of three persons, at least one of whom must be a faculty member. The respondent may challenge any panel member, within 14 days of written notification of panel membership, on the ground that the member does not meet the above criteria.

c. The RSO will convene the first meeting of the Investigation Panel, and will provide staff assistance to the panel. The panel will select a chair at the first meeting.

d. The panel shall present a written report to the VPR within 90 days of its appointment. This report will contain an explicit finding of fact with respect to each allegation in the investigation charge listing the supporting evidence, and will describe the investigative process used. The report will also state the panel’s conclusions as to whether any of the proven allegations violate research integrity. Investigation will be completed within 120 days or an extension must be justified by the vice provost.

e. A copy of the report will be made available by the RSO to the respondent. The respondent may submit written comments within 14 days of receipt of report to the VPR through the RSO.

3. Finding

The VPR will send the report, with any written comments of the respondent, to the president through the vice president for academic affairs, together with the VPR’s recommendations.

4. Action

a. Where allegations are not substantiated, the University shall take action to clear the reputations of those falsely accused; all files relating to the case will be sealed.

b. When the findings of the investigation substantiate the allegation of misconduct, the President shall initiate appropriate action, depending on the nature of the misconduct and the employment status of the individual involved, and shall notify the sponsor of the action if the research was performed with external support. UUP-represented employees may be disciplined according to Article 19 of the agreement with UUP or may be subject to such other action as the president deems appropriate.

c. The research record shall be corrected if fabricated or fraudulent information has been published.

**NOTIFICATION OF OTHER AGENCIES DURING PROCESS**

a. Criminal Activities. If any criminal activities are discovered or claimed during inquiry or investigation, University Counsel shall be informed.

b. Federal Sponsored Research. Federal agencies will be kept informed of all inquiries and investigations as required contractually. Specifically:

1. In the early inquiry stage if there is one or more of the following:
   - an immediate health hazard
   - need to protect sponsor resources
   - need to protect human or animal subjects
   - need to protect person reporting misconduct

2. When the VPR recommends an investigation.
3. The findings of the investigation and the institutional sanctions.

STUDENT RESEARCH PROJECTS

1. Students who intend to contact private, voluntary or governmental agencies as part of their research in an academic project should first ask the faculty member who assigned the project to secure permission and cooperation from University and agency officials.

2. Students engaged in research, independent study, internships or other courses/projects involving human subjects must be made fully aware of their ethical, legal and moral responsibilities and their potential legal/financial liabilities when participating in such activities. Students planning research and/or coursework involving human subjects should consult their faculty adviser for project design and methodology. The University’s Human Subjects Research Review Committee reviews and must approve all research activities involving human subjects; HSRRC approval must be obtained prior to the initiation of the research. The office of Research and Sponsored Programs staff provides the appropriate review forms and guidance to initiate the human-subjects research review process.

3. Students planning research and/or coursework involving live vertebrate animals should consult their faculty adviser for project design and methodology. In addition, the Institutional Animal Care and Use Committee (IACUC) must first review and approve such projects to assure compliance with University, state and federal regulations regarding the humane care and treatment of vertebrate animals. For appropriate review forms and guidance, contact the coordinator for animal care at x6136.

4. Students planning projects involving the use of recombinant DNA molecules must consult with their faculty adviser for proper project protocol. The Institutional Biosafety Committee oversees all research on campus involving the use of recombinant DNA molecules in order to ensure compliance with both University and federal regulations. IBC approval must be obtained prior to the initiation of any research involving the use of recombinant DNA molecules. Further information and guidelines are available from the office of Research and Sponsored Programs at x6136.

5. Students planning research projects involving the use of radioactive materials must consult with their faculty adviser for proper project protocol. The Radioactive Safety Committee oversees all research on campus involving the use of radioactive materials. For further information, contact the Radiation Safety officer at x4370.

UNLAWFUL SALE OF DISSERTATIONS, THESIS AND TERM PAPERS

The following is a reproduction of section (213b) of the Education Law of New York State, which was amended June 22, 1981, concerning the illegal sale of term papers, theses or dissertations:

1. No person shall, for financial consideration, or the promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person any written material which the seller knows, is informed or has reason to believe is intended for submission as a dissertation, thesis, term paper, essay, report or other written assignment by a student in a university, college, academy, school or other educational institution to such institution or to a course, seminar or degree program held by such institution.

2. Nothing herein contained shall prevent such educational institution or any member of its faculty or staff from offering courses, instruction, counseling or tutoring for research or writing as part of a curriculum or other program conducted by such educational institution. Nor shall this section prevent any educational institution or any member of its faculty or staff from authorizing students to use statistical, computer or any other services which may be required or permitted by such educational institution in the preparation, research or writing of a dissertation, thesis, term paper, essay, report or other written assignment. Nor shall this section prevent tutorial assistance rendered by other persons which does not include the preparation, research or writing of a dissertation, thesis, term paper, essay, report or other written assignment intended for submission to such educational institution in fulfillment of the requirements for a degree, diploma, certificate or course of study. Nor shall any person be prevented by the provisions of this section from rendering services for a fee which shall be limited to the typing, transcription or reproduction of a manuscript.

3. Nothing contained within this section shall prevent any person from selling or offering for sale a publication or other written material which shall have been registered under the United States laws of copyright, provided, however, that the owner of such copyright shall have given his authorization or approval for such sale, and provided further that such publication or other written material shall not be intended for submission as a dissertation, thesis, term paper, essay, report or other written assignment to such educational institution within the state of New York in fulfillment of the requirements for a degree, diploma, certificate or course of study.
maintain a satisfactory grade-point average. Academic progress is reviewed at the end of the fall and spring semesters. If students fail to maintain satisfactory academic standing, they are subject to dismissal. For detailed discussion of how academic standing is computed in the various undergraduate schools, please see the individual school sections in this Bulletin.

GRADE-POINT AVERAGES

Grade-point averages are computed for students in all the University’s undergraduate schools. For the purpose of computing semester or cumulative averages, each letter grade is assigned a quality point value as follows:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B– = 2.7
- C+ = 2.3
- C = 2.0
- C– = 1.7
- D = 1.0
- F = 0.0

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

REPEATING COURSES

Students may not gain additional credit by repeating an undergraduate course in which they received a passing grade, except where this option is specified in the course description in this Bulletin. Harpur College students should see the school section.

ACADEMIC PROBATION AND DISMISSAL

The Academic Standards Committee of each school determines policies by which students are placed on academic probation when academic performance, as reflected in the grade-point average, raises doubts about the students’ capability to complete requirements for the bachelor’s degree. Academic probation does not imply either suspension or dismissal, and does not preclude the students’ registering or receiving financial aid. Academic probation ordinarily entails a contract with the student to complete a specified amount of coursework in a specified period of time at a specified level of performance. Students are subject to academic dismissal from the University at any time their record warrants. Students dismissed for academic reasons may apply for readmission by following the procedures outlined in "General Readmission Policies" below. The students must also explain in writing any extenuating circumstances that contributed to the poor record. If readmitted, their continued enrollment is subject to the academic standing requirements of the school. Students dropped from a Binghamton University school may not be readmitted to another Binghamton school without the approval of the deans of both

Academic Progress and Standing

ACADEMIC STANDING

To remain in good academic standing, students must demonstrate that they are passing courses at a satisfactory rate to earn a bachelor’s degree in a reasonable period of time; that is, they are required to show a reasonable rate of progress toward their degree. Students in all schools must
них школ. Конфиденциальность студенческих записей поддерживается в соответствии с Family Education Right and Privacy Act of 1974. (See Rules for Student Conduct).

DROPPING A COURSE OR WITHDRAWING FROM THE UNIVERSITY

Students who wish to drop a course, with the instructor's permission, may drop a course during a given semester by submitting a completed University Withdrawal Form to the Registrar's office. Students may officially withdraw from the University up to the last day of classes for the semester. Such an action will be noted on their records as an Official Withdrawal. Students who drop all courses will have the appropriate school mark noted on their records as an Official Withdrawal and, in place of a regular grade, the notation posted on the academic record.

In general, undergraduates may drop a course with the instructor's permission, up to the published drop deadline. Such a course will not appear on the academic record. After the drop deadline, students must have the permission of the instructor and the appropriate academic advising office on an approved Late Drop Petition Form to drop the course. Students must cite extraordinary circumstances to justify a late drop, that is, circumstances beyond their control and beyond their ability to foresee. The Late Drop Petition Form can be obtained from the academic advising office of the college or school in which they are enrolled. If approved, the processing of the petition must be accompanied by payment of a late drop fee.

Students wishing to withdraw from the University during a given semester must submit a completed University Withdrawal Form to the Registrar's office. Students may officially withdraw from the University up to the last day of classes for the semester. Such an action will be noted on their records as an Official Withdrawal and, in place of a regular grade, the courses will have the appropriate school mark for withdrawal. Students who drop all courses without having completed an official withdrawal form will be considered to have unofficially withdrawn and will have such a notation posted on the academic record.

IN VOLUNTARY MEDICAL OR PSYCHOLOGICAL WITHDRAWAL OF STUDENTS

Students may be involuntarily withdrawn from the University based on the recommendation of the medical director of the University Health Service or the director of the University Counseling Center without academic penalty; that is, they may continue as students in good academic standing and are eligible to return upon clearance by the associate vice president and dean of students. Efforts are made to preserve a student's academic progress with Incompletes and/or withdrawals through consultation with faculty. If there are irreconcilable disagreements in these discussions, the provost will make the final decision(s) about the disposition of the student's academic records.

Recommendations for involuntary withdrawals are submitted to the associate vice president and dean of students for appropriate action. Students are sent written notification of the intended action. Appeals may be made in writing to the vice president for student affairs within 10 business days. See the Financial Aid section for refund policies.

Students who are involuntarily withdrawn from the University for medical or psychological reasons are not readmitted without a recommendation from either the medical director of the University Health Service or the director of the University Counseling Center.

GENERAL READMISSION POLICIES

Candidates matriculated for undergraduate degrees who interrupt their education at Binghamton University and later wish to return must be formally readmitted. One exception is for students who withdraw from all classes during a major (spring or fall, not summer) semester: they will receive a student data form from the registrar permitting registration for the next semester and need not apply for readmission. Students who leave after the end of a semester in which any courses were completed must file for readmission, using the readmission forms available from the Admissions office. Students must complete and file the readmission form no later than two weeks before the start of classes for the term in which they plan to return.

Nondegree/nonmatriculated students may interrupt their studies for as long as two major (fall or spring) semesters without having to file for formal readmission. After two semesters have elapsed without enrollment, a data form will no longer be sent, and a readmission form must be completed no later than two weeks prior to the start of classes for the desired semester.

Please note: All students enrolled in the Educational Opportunity Program (EOP) at the time studies were interrupted must receive clearance from the director of EOP in order to resume their studies. Students dismissed for academic or other reasons should contact their college or school's academic advising office or the Admissions office for any conditions to be satisfied before readmission is approved.

All Decker School of Nursing students must file for readmission and have an interview at the school before re-enrolling. Further details may be found in the Decker School of Nursing Readmission section in this Bulletin.

In addition, returning students who require
on-campus housing must inform the Residential Life office of their intent to return; notification must be made by April 15 for the fall semester, and by November 15 for the spring semester. Students requiring financial aid should notify the Student Financial Aid and Employment office by April 15 for the fall semester, and by November 15 for the spring semester. After the indicated dates there can be no guarantee of housing, or financial aid, unless specifically authorized by the appropriate office.

**STUDENT ABSENCES FOR RELIGIOUS BELIEFS**

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

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

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

4. If registration, classes, examinations, study or work requirements are held on Fridays after 4 p.m. or on Saturdays, similar or makeup classes, examinations, study or work requirements, or opportunity to register shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements, or registration held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

**Official Transcripts**

The complete academic records of undergraduates are maintained by the Registrar's office. An official transcript is a student's complete listing of all coursework taken at the University. Students may obtain copies of their transcripts, or request that the University send them directly to other institutions, provided the students are in good financial standing (free of delinquencies) with the University. For a transcript to be considered official, it must be sent to a third party; those transcripts sent directly to students will carry the notation "issued to student."

Requests for official transcripts may be sent in writing to the Registrar's office. In addition, students may visit that office to make a request in person. Telephone requests cannot be accepted. Transcript requests can be accepted via a facsimile machine and will be treated the same as a written request. All requests for transcripts must include the student's name, ID number, dates of attendance, number of transcripts being requested and a complete destination address. Additionally, the transcript will not be released without the signature of the student. An unofficial version of a transcript can be faxed to a provided number with a follow-up mailing of an official version to a provided address for a fee of $15. The Registrar's office fax number is 607-777-6515.

**Certification of Degrees**

Undergraduates should file an Application For Degree form with the Registrar's office (SW-119) by the drop/add deadline of the semester prior to graduation.

For undergraduate students who have filed an Application For Degree, degree certification will be completed by sending the students a graduation check that runs against the Degree Audit Reporting System. If the degree check indicates that requirements will NOT be complete, the student should consult with the major department or academic advising.

Graduate students should file a Declaration of Candidacy Form with the Graduate School. To ensure timely certification of the degree, students should file these forms as soon as possible.