

## Transfer Credit

Transfer credit will be granted on a course-for-course basis. A grade of “C” or better is generally required to receive transfer credit. Transfer credits shall not be computed in the Morrisville grade point average. Students transferring between schools within the college transfer grades and grade points for courses which become part of the overall average.

## Special Projects

Students taking “Special Project” courses may earn up to three credit hours for courses designated as Special Projects in their associate degree and an additional three hours credit for Special Projects in their baccalaureate program.

A total of six special project credits may be awarded in a baccalaureate program with three credits coming at the lower division level and three from the upper division level. Students at the associate’s level will not be given credit for upper division level Special Projects.

## Student Standing

Student “academic standing” shall be based on the following credit hour accumulation levels:

- First year: 0-30 credit hours
- Second year: 31-60 credit hours
- Third year: 61-90 credit hours
- Fourth year: 91 - above credit hours

Student “financial aid standing” shall be based on the following credit hour accumulation levels:

- First year: 0-27 credit hours
- Second year: 28-61 credit hours
- Third year: 62-93 credit hours
- Fourth year: 94 - above credit hours

## Early Dismissal for Poor Academic Progress

A student may be dismissed from the campus, without refund, for poor academic progress.

Poor academic progress is defined as:

- having a mid-semester GPA of 0.5 or less or
- having a pattern of excessive absences in a majority of the courses a student is currently taking

## Dropping Courses

A student may add or delete courses during the first four class days of each semester without prejudice. Changes after the fourth day of classes may be subject to a fee. A course may be dropped at any time by noon of the last day of the tenth week of classes. A course drop form must be obtained from the school office and all requirements stipulated thereon must be met in order for the course to be officially dropped. The student transcript will then show a grade of “X,” signifying that the student dropped the course. “X” grades are not included in grade point average calculations.

## Class Attendance

Students are expected to attend all scheduled classes and laboratories. When special circumstances make absences unavoidable, students should notify instructors of such circumstances. An attendance policy statement is distributed at the beginning of each semester and copies are available in the school offices. Further information is available in the *Student Handbook*.

## Students Unable Because of Religious Beliefs to Attend Classes on Certain Days

As required by Section 224-A New York Education Law:

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

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence 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 classes, examinations, study or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administration officials of each institution of higher education 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 availing himself 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 rights under this section.

7. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

8. As used in this section, the term “institution of higher education” shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

## Academic Advisement

Academic advising is an integral and necessary part of the higher education process. Each student is assigned a faculty advisor who will assist with any academic problems and monitor student progress toward meeting graduation requirements.

The academic advisor represents the first line in a network of support services available to the students at Morrisville State College.

## Permission to Carry Extra Course

Any student who wishes to carry more than 18 credit hours during any one semester must receive prior approval from the school dean. The student should have demonstrated ability to achieve better than minimal (2.0) average work with no failing grade in the previous semester.

## Pass/Not Pass Option

A student may select one course of 4 credit hours or less in which to be graded on a Pass/Not Pass basis each semester. A “P” grade will earn credits toward the graduation requirements, an “NP” will not. Neither grade will yield grade points to be calculated in the cumulative grade point average. To exercise the option, a student must obtain a Pass/Not Pass Option form from the school office, fill out, sign and submit it to the advisor or school dean before the 20th day of instruction.