POST-BA PROGRAM IN COMMUNICATION DISORDERS POLICIES

This document contains policies pertaining to admissions, enrollment, and minimum grade requirements. If you have questions about any of these policies, please contact Nina JeckerByrne, Program Coordinator, at jeckerbn@newpaltz.edu.

Regarding Financial Aid: The program is non-matriculated, meaning it is not a degree-earning program. Therefore, financial aid is **not** available. Students enrolled in the program are not eligible to receive federal, state, or university financial aid or grants.

Admissions

Requirements

1. Applicants must have completed a four-year baccalaureate degree from an accredited institution.

2. Official transcripts are required from each school the applicant attended after leaving high school, even if credits appear as transfer credits on another transcript.

3. Applicants whose undergraduate degree is from a school outside of the United States must submit an official degree credential evaluation from a member of the National Association of Credential Evaluation Services (NACES).

4. Applicants must have a combined cumulative grade point average (GPA) of at least 2.8. Applicants with a lower GPA may petition for acceptance by submitting a letter of explanation along with the application form.

5. Applicants may also be required to submit proof of English language proficiency, as described on the International Graduate Admissions website under the heading, "Six ways to demonstrate English language proficiency".

6. The application form, available on the Post-BA program website, must be completed and submitted to the program coordinator in the manner indicated on the form. The applicant's signature on the form certifies that the information on the form is complete and truthful. In the case of an electronically completed form, the typed name is considered equivalent to a signature.

7. A non-refundable application fee must be paid online using the link on the application form.

8. Applicants must submit a typed, double-spaced, personal statement of approximately 400-500 words in length. **Important: The statement is a demonstration of writing skill and should reflect only the work of the applicant**. It should exhibit exemplary writing style,

organization and mechanics. The statement must address the writing prompts listed on the application form.

Disclaimer

Acceptance into the program is contingent upon meeting the minimum requirements. The program does not confer matriculation status to the student. It does not guarantee enrollment in required or recommended courses. Completion of the program does not guarantee acceptance into a graduate program.

Property Rights

In accordance with American Association of Collegiate Registrars and Admission Officers policies, all application materials submitted will become the property of SUNY New Paltz and will not be returned to the applicant.

Acceptance

Accepted students receive a letter of acceptance to the program via email usually within two weeks after all application materials have been received. The offer of acceptance is valid through the date specified on the acceptance letter. After that date, the university is not required to honor the offer of acceptance.

Non-Acceptance

Applicants who are not accepted receive a letter of non-acceptance via email usually within two weeks after all application materials have been received. Non-accepted applicants may re-apply up to two more times within the subsequent five years. After five years from the date of the first non-acceptance letter, whether the applicant has re-applied or not, no further applications will be considered.

Enrollment

Acknowledgement of Post-BA Program Policies

All new students must read this policy document and acknowledge that they have read and understood the policies before they can register for any class in the program. The policy document is emailed to new students along with the letter of acceptance, and the Acknowledgement page must be signed and emailed to the coordinator. If the Acknowledgement page is not received in time to register, the student will not be able to take classes in the intended starting term.

Registration

Students may only register for the courses indicated on their Post-BA program plan of study, except during the summer session, when non-Post-BA courses may also be taken. Students are

responsible for being aware of the deadlines as noted in the [Academic Calendar](#) and for contacting the coordinator if they deviate from their plan of study or they drop or withdraw from a course.

No-Show

A "no-show" occurs when a student does not sign into a course for which she/he/they are registered and does not contact the course instructor or program coordinator:

- Students must notify the program coordinator by the end of the first full week of classes if unable to remain enrolled in any class.

- ***IMPORTANT: If the student does not contact the course instructor or program coordinator by the end of the first full week of classes, the student will be de-registered from all classes by the end of the second week of classes and the student will be withdrawn from the program; future program enrollment will be prohibited***.

Students who are dismissed from the program for no-show may appeal; please read the Appeal policy later in this document.

Grades and Continued Enrollment

Students must strive to earn a grade of B or better in every course. Only two grades lower than a B- are permitted. IMPORTANT: If a student receives more than two grades of C or lower, the student will be removed from the program and future program enrollment will be prohibited. Students who are dismissed from the program for low grades may appeal; please read the Appeals policy later in this document.

Repeating Courses

Courses taken outside of the program may be repeated. For courses taken in the program, only one may be repeated, with approval from the program advisor or program coordinator.

Time Off from the Program

Students may take two semesters off (not including summer) and still be considered active in the program. Additional time off may be granted at the discretion of the coordinator for medical or other dire circumstances.

Academic Integrity

At SUNY New Paltz and in the Department of Communication Disorders, we value academic integrity very highly. We reserve the right to deny applications where there is evidence that the campus Academic Integrity Policy has been violated, and accepted students are expected to adhere to the campus Academic Integrity Policy throughout their enrollment. Please read the [Academic Integrity Policy](#).

SUNY New Paltz Policy for Identity Verification of Online Students

The policies and procedures discussed below are designed to comply with the Higher Education Opportunity Act, specifically Public Law110-35, stipulating that accrediting agencies require postsecondary institutions that "offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."

SUNY New Paltz policies and procedures for addressing identity verification of online students is an integral part of its Academic Integrity Policy. This policy defines cheating, plagiarism, and forgery and delineates the consequences of violating the policy. Submitting another person's work or having another individual complete assignments, assessment, or tests in either online, hybrid, or seated courses is a violation of the Academic Integrity Policy.

The Office of Computer Services and the Department of Academic Computing have been proactive in developing measures to ensure that our online learning environment is secure. First, all students taking courses through Blackboard, our course management system, have secure usernames and passwords. This follows the standards set by EDUCAUSE, the postsecondary instructional technology organization. In addition, challenge questions have been implemented that require that registered students, before they begin an online course, provide a question and answer for changing passwords and select among a choice of challenge questions for further identity confirmation. These identity markers are stored in databases and are used to verify identity.

The policies developed by the Office of Computer Services pertain to the use of all IT resources. The policies are posted on the Information Technology Policies website. One of those policies, the Acceptable Uses & Privacy Policy, contains the following statement defining student responsibilities: *You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.*

Accommodations

The Department of Communication Disorders is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. Enrolled students who have a disability for which they seek accommodation should contact the Disability Resources Center (DRC), (845) 257-3020.

Appeals

Students who have been dismissed from the program may not reapply, however they may submit a letter of appeal. Letters of appeal should be formally written (see criteria below) and

be emailed to the coordinator. If the reason for dismissal is no-show, then the letter should be submitted as soon as possible following the dismissal.

IMPORTANT: Regardless of the reason for dismissal, appeals are accepted for up to three months following the dismissal. After three months, the student may no longer appeal.

An Appeal Committee comprised of at least three SUNY Communication Disorders department members makes the final decision on any appeal, based on the letter of appeal from the former student, and evidence supplied by Post-BA program instructors.

If an appeal is granted, the student may re-enter the program when space is available. If space is not available, then the student will be placed on the waiting list with other students waiting to begin the program.

Appeal review may take several weeks, and Appeal Committee members are normally only available during the spring and fall semesters. All communication with the student is through the coordinator.

Letters of Appeal

No-Show: Students may appeal their dismissal for no-show by sending a letter to the coordinator explaining the circumstances. Letters must demonstrate an understanding of the no-show policy and accountability for the no-show.

In cases where a no-show does not pertain to every class in which the student enrolled, and where an appeal is granted, the student may be permitted to remain in the other classes rather than being de-registered from all classes. Approval to remain enrolled in the other classes is required from the Appeal Committee, the program academic advisor, and the program coordinator.

Low grades: For dismissal based on low grades, the letter of appeal must contain all of the following:

1. What were the circumstances that led to earning the low grades?

2. What has changed since the low grades were earned, and why the student feels that she/he/they are able to continue with greater success in the program.

3. How the student will ensure that her/his/their grades will fulfill the program requirement going forward.

ACKNOWLEDGEMENT

Print this page, sign it, scan it, and then email it to the coordinator, or take a picture of it and email that to the coordinator: jeckerbn@newpaltz.edu.

By signing below, I confirm that I have read and understood the Post-BA Program in Communication Disorders policies.

_____ Date: _____
Signature

_____
Print Name