

Appeal to Graduate Policies

Graduate Academic Standards & Appeals Committee

SUNY Oneonta

Phone: (607) 436-3274

Gradschool@oneonta.edu

Please print clearly:

Name

Student ID

Student Email

Program

Track (if applicable)

Please check the box and complete the application section.

COURSE REPEAT POLICY

Matriculated graduate students may be permitted to repeat up to two graduate courses in which they have not earned the minimum satisfactory grade. Each course may be repeated only once, and the course repeat must be approved by the program director or coordinator. For courses that can be taken for credit more than once, the repeat rule will be applied only after the maximum credits are achieved.

Appeals

Students who wish to appeal the repeat policy may appeal to the Graduate Academic Standards & Appeals Committee. The program coordinator or director makes a recommendation to the Graduate Academic Standards & Appeals Committee, which makes a recommendation to the provost or the provost's designee. Approval of the appeal does not guarantee immediate availability of the course to be repeated.

Repeating courses may have an impact on financial aid. Students considering repeating courses should discuss it with their financial aid counselor.

A) Identify the course you wish to repeat (one course per form)

Subject Code	Course number	Course Title	# of s.h.	Semester and year want to take course

B) List each time you took the above course and the grade earned in each semester

List each semester and year the course was taken	List each grade earned

C) Attach a written and signed justification for why you think this appeal should be granted. Include any supporting documentation.

I have submitted this form and provided all the necessary information. I understand submitting an appeal is not a guarantee of acceptance of my appeal, and if approved, repeating the course may affect my financial aid and time to degree completion.

Student Signature

Date

TIME LIMIT FOR COMPLETING DEGREE REQUIREMENTS POLICY

In order to receive a degree or certificate, candidates must meet all requirements within a period of six calendar years. The time limit begins the term in which the earliest enrolled course at SUNY Oneonta is credited to the degree program. No courses older than six years can be considered as part of the degree unless they are articulated in as transfer credit from another institution.

A student may request an extension of the time limit by submitting to the Graduate Academic Standards & Appeals Committee a written appeal that documents the extenuating circumstances contributing to the need for an extension. The student's faculty advisor and the department chair or director of the student's program each review the request and make recommendations to the Graduate Academic Standards & Appeals Committee. The Graduate Academic Standards & Appeals Committee reviews the appeal and then makes a recommendation to provost or designee.

A) Attach a written and signed justification for why you think this appeal should be granted. Include any supporting documents.

I have submitted this form and provided all necessary information. I understand submitting an appeal does not guarantee acceptance of my appeal.

Student Signature

Date

REGISTRATION/MAXIMUM CREDIT POLICY

The maximum number of credits for which a matriculated graduate student may register varies by semester or term.

- During a spring or fall semester, the maximum is 16 credits.
- During winter term, the maximum is four credits.
- During Summer session, maximum enrollment across all summer sessions is 13 credits. No more than four credits may be taken in any summer session less than three weeks in duration. No more than six credits may be taken in any one five-week summer session.

Appeals

A student may request to take more than the maximum as stated herein by submitting an appeal to the Graduate Academic Standards & Appeals Committee.

Overload Permission Term Requested: Fall Winter Spring Summer Year

A) Attach a written and signed justification for why you think this appeal should be granted. Include any supporting documents.

I have submitted this form and provided all necessary information. I understand submitting an appeal is not a guarantee of acceptance of my appeal, and if approved, may affect my time to degree completion.

Student Signature

Date

ADVISOR, CHAIR AND PROGRAM COORDINATOR/DIRECTOR RECOMMENDATIONS (any notes to the committee may be attached to this form)

Advisor Name Signature Date Approve Yes No

Program Coordinator/Director Name Signature
Date Approve Yes No

GASA Decision: Approve Disapprove Date

Signature