

# Graduate Faculty/Staff Handbook

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## **Introduction/Welcome**

The Center for Graduate Studies invites all faculty and staff of The College at Brockport who work in support of graduate student enrollment and retention to utilize the Graduate Faculty/Staff Handbook as a resource for those efforts.

Graduate enrollment management (GEM) is a systematic approach to managing the graduate student lifecycle from initial awareness to alumna/alumnus by integrating the core functions associated with the enrollment and support of a graduate student. (NAGAP)

The intent of the handbook is to serve as a guide to many of the processes and resources associated with graduate enrollment management here at The College at Brockport. While not exhaustive, it offers a solid foundation from which to learn and work.

The usefulness of this handbook is predicated on our ability to transform the information contained within into action that supports student success. We therefore encourage you to share what is learned with your colleagues and students.

Questions are certain to arise as you navigate the pages of this handbook. The Center for Graduate Studies welcomes those questions, as do our campus partners who represent the varied resources highlighted in this handbook.

Thanks again for your continued support of The College at Brockport and the success of our graduate students.

Sincerely,

The Center for Graduate Studies staff

## Center for Graduate Studies

# **CENTER FOR GRADUATE STUDIES**

## **Mission**

The Center for Graduate Studies, in partnership with the greater College community, is committed to recruit, admit, and support graduate students in pursuit of a successful academic experience that promotes career development and professional results.

## **Value Statement**

The Center for Graduate Studies highly values:

- Collaboration
- Integrity
- Personalized Attention
- Quality customer service
- Support for graduate student success

## **Center for Graduate Studies Staff**

The Center for Graduate Studies staff, in partnership with Graduate Directors, is dedicated to leading the graduate enrollment and retention efforts of The College at Brockport.

The Center for Graduate Studies staff is focused on providing exceptional service to students, faculty, staff, administration and the community specific to graduate education here at The College at Brockport. Your questions regarding graduate program marketing and recruitment, application and admission, college policy and processes, and student advisement/retention are always welcomed and encouraged.

A current list of staff and their contact information can be found on the graduate website at:  
<http://www.brockport.edu/graduate/contact.html>

## **Graduate Council**

### **GRADUATE COUNCIL**

Graduate Council is composed of the graduate directors from each academic department as well as the Director of the Center for Graduate Studies and select Graduate Studies staff.

The focus of Graduate Council is to consider graduate enrollment management initiatives, deliberate on graduate specific concerns, and recommend College-wide graduate policies or policy revisions. Policies recommended by Graduate Council are shared with academic leadership and, if necessary, submitted to the College Senate and President for approval.

Members of Graduate Council serve as a voice for the departments they represent on graduate specific matters, while also assuming the unofficial title of graduate ambassador both on and off campus. Each member of Graduate Council is expected to share pertinent graduate information with their academic department, and if relevant with both prospective and enrolled students.

Faculty and staff interested in learning more about Graduate Council should speak with their academic department's graduate director.

## Graduate Directors – Academic Departments

### **GRADUATE DIRECTORS – ACADEMIC DEPARTMENTS**

#### **Primary Responsibilities of the Graduate Director**

Graduate Director responsibilities include (but are not limited to) the following:

- Report to department chair; advise chair and academic department on graduate matters
- Serve as department liaison to the Center for Graduate Studies and representative on the Graduate Council
- Assist department chair in duties related to the Center for Graduate Studies (e.g. review catalog material; revise promotional material; monitor graduate course registrations; etc.)
- Facilitate department's graduate recruitment efforts in consultation with the chair and collaboration with the Center for Graduate Studies
- Coordinate department's timely review of graduate applications
- Monitor progress of graduate students admitted with academic conditions
- Oversee department's graduate student advisement and related retention efforts
- Serve as signatory for graduate theses and/or capstone projects per department policy
- Certify graduate student degree completion to the Registrar (if necessary), verifying completion of all requirements and applicable transfer credits
- Ensure department's graduate programs are represented at College-wide graduate events
- Serve on department graduate committees

Graduate Director responsibilities must be attended to during the course of an entire year (fall, spring and summer). If a department elects to assign a summer graduate director that is different than the usual Graduate Director, it is imperative that the department notify the Center for Graduate Studies of the name of the individual(s) responsible for summer coverage no later than the end of the spring semester.

## **Graduate Directors – Academic Departments**

### DEPT.

### GRADUATE DIRECTOR

Accounting, Economics & Finance

Ms. Kari Smoker

Biology

Dr. Adam Rich

Communication

Dr. Joseph Chesebro

Dance

Ms. Mariah Maloney

Counselor Education

Dr. Robert Dobmeier

Educational Administration

Dr. Jeff Linn

Education & Human Development

Ms. Anne Walton

English

Dr. Alissa Karl

Environmental Science & Ecology

Dr. Kathryn Amatangelo

History

Dr. Meredith Roman

Kinesiology, Sports Studies & Physical Education

Dr. Melanie Perreault

Liberal Studies

Dr. Kulathur Rajasethupathy

Math

Dr. Howard Skogman

Psychology

Dr. Sara Margolin

Public Administration

Dr. Celia Watt

Public Health & Health Education

Dr. Darson Rhodes

Social Work

Mr. Brad Snyder

Visual Studies

Mr. Tate Shaw

## Graduate Recruitment

### **GRADUATE RECRUITMENT**

Enrollment targets for full and part-time students are established by College leadership per SUNY requirements, and enrollment aspirations are determined by academic departments, deans, and the Provost.

Recruitment Initiatives:

- The Center for Graduate Studies designs and implements a coordinated marketing and promotion plan.
- The Center for Graduate Studies works with the Offices of Marketing/Communication and Design and Production to produce College-wide and department-specific recruitment materials that are professional, accurate, and reflect the diversity and strengths of our graduate programs.
- Each graduate director, as the individual most familiar with their particular graduate program(s):
  - Routinely reviews college webpages containing program information to ensure accuracy, including Center for Graduate Studies program pages and academic department webpages.
  - Reviews program listings on Petersons.com and GradSchools.com for accuracy at least once a year.
  - Requests to correct inaccuracies or update content on the Center for Graduate Studies webpage, Petersons.com or GradSchools.com should be sent to [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu)
- Academic departments maintain a web site that is professional in appearance and provides accurate and current information on each graduate program.
- Center for Graduate Studies staff members and graduate directors jointly staff events, such as Open Houses.
- The Center for Graduate Studies and academic departments communicate with prospective students regarding program and college opportunities/details, provide assistance with application specific questions, encourage applicants to complete the admission process, and invite prospective students to participate in recruitment events.

## Graduate Applications

### GRADUATE APPLICATIONS

Graduate applicants must have a baccalaureate or higher degree from an accredited institution in order to be eligible for non-matriculated study and for admission and matriculation into a graduate program. Applicants who have earned undergraduate degrees from non-regionally accredited institutions will have their unique academic credentials evaluated individually. The College at Brockport reserves the right to decline admission based on judgment of inappropriate background and/or experience for graduate study.

### Application Instructions

Application instructions for graduate study at The College at Brockport can vary based on a number of factors including:

- Matriculated/degree seeking vs. non-matriculated applicants
- Past enrollment in a Brockport graduate program vs. first time applicant
- Domestic vs. international student
- Graduate program of interest

The majority of applications are from first time domestic applicants seeking to enroll in a graduate program as a matriculated/degree seeking student. Applicants that fall into this category follow a very similar path in that they are all required to submit a Part 1 online application and fee, as well as Part II materials. What typically makes these applications unique are what is required in Part II. Applicants are directed to review the [Application Instructions](#) specific to their program(s) of interest for a complete list of requirements.

International degree seeking applicants are required to submit the same Part I and Part II required of their program of interest, but have additional requirements that are unique to their status as an international applicant. Those additional requirements are highlighted as Part III on the [application instructions](#) page of each distinct graduate program.

Non-matriculated applicants, as well as individuals previously enrolled in a Brockport graduate program who are seeking reinstatement or re-admission, should be advised based on the instructions that follow pertaining to those specific groups.

### Application Status

Matriculated/degree seeking students (domestic and international) can check the status of their application by simply logging into [Banner](#) – assuming of course that they’ve already submitted the Part 1 online application. Most useful is the opportunity for these applicants to review their application checklist.

In addition to the self-service application checklist, the Center for Graduate Studies sends routine reminders to applicants regarding their application status. These reminders are typically a call to action, encouraging students to move forward in the process.

As partners in this process, academic departments also play a significant role in actively encouraging applicants to complete their application or accept an offer of admission. Department outreach

initiatives offer opportunities to respond to applicant questions, especially those that are program specific. Graduate applicants are typically most interested in speaking with department faculty and staff as the individuals with whom they will spend most of their time as matriculated graduate students.

### **Matriculated/Degree Seeking**

<https://www.brockport.edu/graduate/admission/applicant/degree.html>

### **Non-matriculated**

[https://www.brockport.edu/graduate/admission/applicant/non\\_deg.html](https://www.brockport.edu/graduate/admission/applicant/non_deg.html)

### **Reinstatement**

Graduate Students who have been de-matriculated due to noncompliance with the continuous enrollment or time to degree policy may be eligible for reinstatement with the support of the academic department and approval of the Graduate Dean. Coursework previously completed will be accepted at the discretion of the academic department.

Individuals interested in reinstatement must submit a [Graduate Request for Reinstatement form](#) to their academic department for consideration.

### **Re-admission**

Readmission to either the same or another graduate program at The College at Brockport is not guaranteed. Readmission and acceptance of any previously earned credits are at the discretion of the graduate program to which the student has reapplied. Graduate students can be readmitted to graduate study at The College at Brockport a maximum of one time. Individual programs may set requirements more restrictive than this [policy](#). Students who are readmitted must meet the requirements in effect at the time of readmission and must meet with their advisor to design a new Plan of Study.

College [policy](#) also dictates that a minimum number of graduate credits must be completed after readmission to a graduate program or program change.

Graduate students must complete a minimum of 6 credits or more at the discretion of the academic department in fulfillment of program requirements after matriculation in the following cases:

- Matriculated graduate student is admitted and transfers to a new degree program.
- De-matriculated graduate student is readmitted to a degree program.

### **International Applicants**

The College at Brockport welcomes international applicants seeking an exceptional graduate experience to consider one of our outstanding graduate programs.

International students have special graduate application requirements that are unique to their status as an international applicant. Advanced planning is critical to the success of this process. International applicants may apply to begin their studies in either the fall or spring semester (summer start not an option).

International applications are eligible for review once all application requirements are complete (Part I, Part II and Part III – WES evaluation and official transcripts).

[Part III](#) is specific to international applicants. For review purposes, international applicants must secure (at the student's expense) a **WES Course-By-Course credential evaluation** for all foreign transcripts and related academic documents as well as official transcripts from all colleges attended. A complete explanation of those requirements, including WES and transcript specific instructions, can be found on [Part III](#) of the application instructions for each graduate program of study.

Part III instructions also include guidance specific to the [English language proficiency expectations](#) that must be satisfied for an international student to commence graduate study at The College at Brockport.

Please note that English language proficiency is NOT an application requirement, but rather an enrollment requirement. International applicants who have yet to show proof of English language proficiency should still be reviewed for admission to graduate programs here at The College at Brockport.

Applicants who are offered admission but have yet to show proof of English language proficiency will automatically be assigned a condition – that condition being the need to show proof of English language proficiency prior to starting a Brockport graduate program. The Center for Graduate Studies adds such a condition to all applicable offers of admission and monitors the satisfaction of that condition.

International applicants have multiple options for satisfying the English language proficiency requirements. A complete list of those options can be found at [https://www.brockport.edu/graduate/admission/international\\_part3.html](https://www.brockport.edu/graduate/admission/international_part3.html).

When communicating with international applicants and reviewing any international application it is also important to know the following:

- Proof of English language proficiency, bank statements, and sponsor letters are NOT required to make an admission recommendation.
- Bank statements and sponsor letters are solely needed for the applicant's visa process.
- [WES evaluations](#) (or approved alternatives) identify the applicant's U.S. degree, course-by-course grades, and cumulative GPA equivalents. Therefore, a review of the WES evaluation is required to accurately assess an international applicant's academic preparedness for graduate study. An international student's official transcript does not account for U.S. equivalencies.
- All international applicants offered admission to The College at Brockport must satisfy additional requirements (i.e. I-20, VISA, etc.) to enroll at Brockport for their graduate study. The Office of International Student Services here at The College at Brockport assists admitted international students with these and other related processes. Please visit [The Office of International Student Services](#) for more information.
- International applicants who are offered admission typically need at least six weeks to prepare for entry into the U.S. (VISA process, etc.) – some require longer depending on the country of origin. Please be mindful of this time frame when reviewing international applications. It is always best to make admission decisions on international applicants as

soon as possible to ensure sufficient time for the student to complete any entry related processes should they be offered admission and decide to enroll.

The Center for Graduate Studies partners with the [Office of International Student Services](#) to recruit and retain international graduate students. Questions specific to the graduate application process should be directed to The Center for Graduate Studies. Questions specific to I-20 and student VISA processes should be directed to the Office of International Student Services.

The Center for Graduate Studies partners with the [ELS Language Center](#) located on The College at Brockport main campus to provide international applicants an option for English language proficiency training to satisfy the English language proficiency graduate enrollment requirement.

If an applicant is not able to provide TOEFL or IELTS test scores that meet the minimum score requirement, or proof of having already completed ELS level 112 at the time of application to a Brockport graduate program, that applicant can enroll in an ELS program here at Brockport to satisfy the English language proficiency requirement.

Admission to the ELS program requires an application separate from The College at Brockport graduate application. More information on the Brockport ELS Language Center, including application details, can be found at [www.brockport.edu/international/els.html](http://www.brockport.edu/international/els.html).

## **Combined Degree Applicants**

Combined degree programs allow currently matriculated undergraduate students at Brockport to begin graduate coursework while completing their undergraduate degree. To be eligible for a combined degree program, students must meet specific academic criteria. More information regarding combined degrees, including a list of participating programs and application requirements, can be found at [Combined Degrees](#).

## **Undergraduates Taking Graduate Courses**

Eligible undergraduate students, matriculated at The College at Brockport but not enrolled in a combined degree program, may take up to nine credits of graduate coursework at The College at Brockport (but no more than six credits of graduate coursework in a single semester).

A complete description of this policy, including eligibility guidelines and course permission details, can be found at [Undergraduates Taking Graduate Courses](#).

## **Reviewing Graduate Applications**

All applications and associated materials are viewable in Web Banner through the online application review system. Department reviewers must have permission to view graduate applications. Each department designates an individual(s) to submit the committee's final admission recommendation in Web Banner. To request or change these permissions, please email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu).

Departments may recommend one of the following admission decisions:

- Admit/Offer Admission
- Admit w/Conditions

- Deny
- Waitlist

### **Admit/Offer Admission**

The department recommends regular admission; the applicant has provided satisfactory evidence of admissibility to the graduate program and does not require any academic \*conditions of admission.

### **\*Admit w/Conditions**

The department recommends admission with academic conditions.

- Assigned conditions are communicated electronically to the applicant via the official offer of admission letter (decision letter) that is distributed by the Center for Graduate Studies.
- Assigned conditions must be specific. Details such as course names/numbers, grade expectations, GPA expectations, timelines for completion, etc. must be included to ensure the student is fully aware of the expectations being placed on their conditional offer of admission. Specificity also proves helpful should the student be interested in seeking financial aid for a conditional course that is not designated on their degree audit, or should the department need to dismiss a student who has failed to satisfy a condition.
- Conditions must be fulfilled within a specified time frame as determined by the academic department. Time frame expectations must be communicated at the time of admission and therefore should be included as part of the department recommendation.
- Academic departments are responsible for tracking the completion/satisfaction of all academic \*conditions of admission.
- If a student does not complete an academic condition(s) per the details outlined in the decision letter, the department may elect to dismiss the student from the program. In such a case the student will be academically dismissed from the program in accordance with the [Academic Dismissal from a Graduate Program](#) policy. Departments wishing to academically dismiss a student must first notify the student of the department's decision to proceed with dismissal. The department must also notify the Center for Graduate Studies of the decision to dismiss so that such a decision can be officially processed in Banner and communicated to the student. Details regarding the specific condition of admission that was not satisfied should be communicated to both the student and Center for Graduate Studies.

\*Certain conditions are automatically assigned by the Center for Graduate Studies and therefore do not need to be assigned or tracked by the academic department. Departments should exclude the following conditions from consideration when determining if a student should be offered Admit/Offer Admission versus Admit w/Conditions:

- Proof of an earned bachelor's degree
- Submission of GRE/MAT test scores for select education programs
- Proof of English language proficiency for international applicants

The Center for Graduate Studies will track these specific conditions of admission and take appropriate action in the case that a student does not satisfy one of these conditions.

### **Deny**

The department does not recommend admission; the applicant has not provided satisfactory evidence of admissibility to the graduate program.

### **Waitlist**

The department is placing the applicant on a waitlist for further review. Waitlists can be considered when a program has a limited number of available spots for incoming students and a large and/or competitive applicant pool. Using the waitlist option should be done in consultation with the Center for Graduate Studies.

## **Official Admission Decision Letters**

All official decision letters are emailed to the applicant by the Center for Graduate Studies. Offers of admission indicate the semester to which the student has been offered admission, include any conditions of admission, provide instructions for how to accept an offer, and indicate the deadline by which the offer should be accepted. In order to accept an offer of admission, applicants must submit an advance tuition deposit. Denial letters encourage applicants to contact the department with questions.

It is important to note that while communication between academic departments and applicants is highly encouraged, offer of admission notices must first be communicated by the Center for Graduate Studies. Offer letters from the Center for Graduate Studies are the only ones deemed official and include critical information that drive important enrollment and retention initiatives. Academic department communication regarding an admission decision that is sent prior to the official decision can sometimes derail those efforts as applicants respond to department communication but overlook the official decision and therefore miss key steps and important pieces of information.

Of course, once an official decision is communicated we certainly encourage academic departments to reinforce and reiterate the details communicated through that official decision letter in our efforts to successfully enroll admitted students.

## **Advance Tuition Deposit**

Submission of the \$200 advance tuition deposit is the method by which an admitted student confirms their intent to enroll. It is the point at which a student transitions from admitted student to matriculated student. Once this advance deposit is received and processed by the [Office of Student Accounts](#), the applicant is officially matriculated and eligible to register for classes according to published schedules.

While the deposit is non-refundable, it is important to note that the \$200 is applied to the student's first semester tuition. In other words, it is not simply a deposit, but an investment in their first semester of graduate study here at The College at Brockport.

## **Request to Defer Application/Admission Term**

Applicants wishing to defer their application or admission start term should email the Center for Graduate Studies at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) to make such a request. Deferrals may be approved for up to one year from the original application term. Approved deferral requests are reflected in Banner and communicated to the student via email.

### **Request to Change Program of Application**

Applicants wishing to change the program to which they've applied should email the Center for Graduate Studies at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) to make such a request. Change of program application requests will first be reviewed by the Center for Graduate Studies. Academic departments will be consulted as necessary based on the details of the request. While certain such requests may be processed, others may require the student to submit a new application for the new program.

### **Request to Withdraw Application**

Applicants wishing to withdraw their application from consideration should email the Center for Graduate Studies at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) to make such a request. Application fees are non-refundable, except in rare circumstances. Application fee refund requests are reviewed by the Center for Graduate Studies.

## **Graduate Costs & Financial Aid**

### **GRADUATE COSTS & FINANCIAL AID**

#### **Tuition & Fees**

[https://www.brockport.edu/admissions\\_aid/cost.html](https://www.brockport.edu/admissions_aid/cost.html)

Tuition costs and fees may change each academic year and are dependent on New York State residency, out-of-state residency, or international student status.

#### **Full-Time vs. Part-Time**

[https://www.brockport.edu/support/policies/docs/graduate\\_fulltime\\_status\\_for\\_enrollment\\_verification\\_purposes.pdf](https://www.brockport.edu/support/policies/docs/graduate_fulltime_status_for_enrollment_verification_purposes.pdf)

A graduate student at The College at Brockport has full-time status for Enrollment Verification purposes when: enrolled for at least 9 graduate credits per semester and/or registered for thesis credit(s).

Full-time graduate student enrollment for tuition and federal financial aid purposes begins at 12 graduate credits per semester. Graduate student eligibility for federal student loans begins at 6 graduate credits per semester.

#### **Qualifying for In-State Tuition**

[https://www.brockport.edu/support/student\\_accounts/nys-tuition-status/index.html](https://www.brockport.edu/support/student_accounts/nys-tuition-status/index.html)

In order to qualify for in-state tuition, financially independent students do not necessarily need to live in New York State for a year before qualifying for in-state tuition. There are a number of specific criteria used to determine residency and eligibility for in-state tuition. Applications for non-New York residents interested in applying for state residency must be submitted prior to the start of the semester in order to be effective for that semester. Students to whom this may apply should be referred to the Office of Student Accounts for more information.

#### **Financial Aid**

<http://www.brockport.edu/finaid/>

Matriculated graduate students may be eligible for federal direct student loans or the federal college work-study program. Students receiving federal aid are required to meet certain academic standards in order to remain eligible for financial assistance. These standards have to do with how many credits are attempted each semester, how many credits are accumulated and completed, and grade point average. Academic progress according to federal standards is evaluated each academic year, at the end of the spring semester. A mid-year notification is sent at the end of the fall semester to inform students who may be in jeopardy of non-compliance of Federal Academic Standards.

#### **Federal Academic Standards for Title IV Financial Aid Recipients at the Graduate Level**

This policy explains the federal academic requirements to maintain eligibility for Federal Title IV financial aid at the Graduate Level.

Federal financial aid eligibility, as outlined in the policy noted above, can be significantly impacted by the course registration decisions a student makes throughout the course of a semester. Students should be reminded that any decision to add, drop or withdraw from a course can have both short term and long term implications for their financial aid eligibility.

Graduate students should consult the [Federal Academic Standards for Title IV Financial Aid Recipients at the Graduate Level](#) policy before adding, dropping or withdrawing from a course. In addition, they should consult with their faculty advisor, the Center for Graduate Studies, the college's academic compliance officer, and/or the [Office of Financial Aid](#) should they have questions about the impact adding, dropping or withdrawing from coursework can have on their aid and eligibility.

### **Visiting Graduate Student Consortium Agreement**

The [Consortium Agreement](#) allows students to receive financial aid from The College at Brockport for graduate courses taken at another school (host institution).

### **Graduate Assistantships (GA)**

<https://www.brockport.edu/graduate/financing/assist.html>

Each year, full-time, matriculated graduate students can gain professional experience through graduate assistantships. Graduate assistants receive stipends and tuition scholarships for up to nine degree-required graduate credits per semester.

These positions typically require the recipient to work 20 hours per week. Duties assigned Graduate Assistants should support their academic and professional development.

Graduate assistants become members of GSEU, the collective bargaining organization that represents graduate assistants in SUNY. The College at Brockport's Office of Human Resources can provide students with information on eligibility for GSEU benefits such as health insurance.

### **Graduate Diversity Fellowships (GDF)**

<https://www.brockport.edu/graduate/financing/fellow.html>

These competitive awards are open to highly qualified applicants who can contribute to the diversity of the college's student body and demonstrate they have overcome a disadvantage or other impediment to success in higher education.

This prestigious fellowship provides a stipend of up to \$3750 per academic semester as well as an in-state tuition scholarship (at the Brockport rate) for up to 9 graduate credits of degree required courses for that semester (if the fellow has fewer than 9 credits left to complete the degree, the scholarship will cover those fewer credits). Students must be in good academic standing to be eligible for this award. Fellows who maintain good academic standing and have degree requirements yet to complete may have the award renewed for several semesters.

Graduate Diversity Fellows work an average of 15-20 hours/week during the semester in the assigned unit or academic department.

By SUNY fellowship guidelines, graduate minority fellows are not members of GSEU and are not eligible for GSEU benefits such as health insurance coverage.

### **Grants**

<http://www.brockport.edu/etc/forms/grant/>

Research assistantships are funded through grants and contracts awarded to the College by outside agencies. Stipends vary among projects and do not include a tuition scholarship. Students should contact the department in which they wish to pursue their program to ascertain the availability of such awards.

In addition, the Grants Development Office supports student scholarly activities by managing grants that are designated for these specific purposes. Please visit the [Grants Development Office](#) for more information, including application instructions.

## **Scholarships**

<http://www.brockport.edu/scholarships/>

Scholarships for graduate students are offered through the Brockport Foundation Scholarship Office, Student Aid Resource (STAR) Center, and the National Science Foundation. Eligibility criteria for and funding level of such support varies by scholarship and award.

## Graduate Advisement

### **GRADUATE ADVISEMENT**

Graduate student advisement is a collaborative effort that requires the time, attention and cooperation of multiple campus partners, including (but not limited to):

- [Academic departments](#)
- The graduate student
- [Center for Graduate Studies](#)
- [Office of Registration and Records](#)
- [Financial Aid Office](#)
- [Office of Student Accounts and Accounting](#)
- [Career Services](#)
- [Office for Students with Disabilities](#)
- [Counseling Center](#)

Advisement is not a process done to a student, but rather in partnership with the student.

Successful advisement requires communication and attention to details. It challenges us to consider all of the factors that contribute to (or impede) the success of a student. Good advisement requires effort and an understanding of the resources that are available to support student success – including the policies and processes that guide such work.

### **Faculty Advisement**

Graduate advisement at The College at Brockport is organized around the faculty advisor and student relationship.

Opportunities to develop that relationship begin before the student has enrolled at The College at Brockport for graduate study. Faculty advisors and/or graduate directors often engage prospective students in advisement related activities as the student explores the College's graduate program offerings. These conversations serve as a perfect launch pad for future advisement once the student has enrolled.

Once admitted and deposited, every new graduate student expects to be assigned a faculty advisor with whom they can discuss their plan of study, course registration, college policy, etc. Each academic department is responsible for ensuring that every new graduate student is assigned a faculty advisor and provided a new student orientation in a timely fashion.

## **Orientation**

Orientations vary from department to department, program to program, but best practice dictates that the following guidelines are universally applied:

- Students are assigned an advisor shortly after depositing and notified of that assignment
- Orientations occur prior to the start of class for the semester to which the student has been admitted – preferably with sufficient time for the student to complete all necessary course registration, financial aid, student account and other activities related to new student enrollment
- Departments develop a method by which to track advisor assignments – Banner provides such an option and offers some useful advisement tools as a result of such assignments. Please contact The Center for Graduate Studies for more information.
- Advisor and advisee expectations are discussed and established
- A plan of study is developed
- Course registration details are discussed
- Any conditions of admission are reiterated and assessed
- Student is introduced to department and campus policies that govern their student experience here at The College at Brockport
- Student is introduced to department and campus resources that serve as additional advisement resources
- Student is reminded that their Brockport email is the official form of communication for all College business. Student should routinely check Brockport email as significant communication from the college is sent to that address.
- Student is reminded to complete all tasks as outlined on the [New Student Checklist](#)
- Advisor/advisee contact information is exchanged

## **Advisor Assignments**

As previously noted - once admitted and deposited, every new graduate student expects to be assigned a faculty advisor with whom they can discuss their plan of study and course registration. Each academic department is responsible for ensuring that every new graduate student is assigned a faculty advisor and provided a new student orientation.

Departments must develop a method by which to track advisor assignments – Banner provides such an option and offers some useful advisement tools as a result of such assignments. Please contact The Center for Graduate Studies for more information.

Departing faculty can sometimes leave an advising void. It is critical that all graduate students are assigned a new advisor in such cases. Again, the Banner advisor assignment option can assist with that process.

## **Routine Advisor Responsibilities**

- Orient new students
- Provide guidance regarding course registration
- Assess academic success and degree completion progress
- Assist advisees with navigating campus policies and processes
- Advocate on behalf of graduate students and their needs (individually and collectively)
- Continue to develop the advisor/advisee relationship
- Notify advisees of any changes that may impact their academic experience
- Serve as a reliable and informed resource for student inquiries
- Embrace advisement best practices
- Seek support for graduate students in need
- Stay connected to campus advisement partners (Center for Graduate Studies, Registration and Records, etc.)
- Ask questions

## Advisement Terms and Resources

### Plan of Study (POS)

A Plan of Study is an advising tool meant to assist you and your advisor to explore program coursework options and possible degree completion paths. It is meant to guide your decisions about course selection and course registration.

### Degree Audit (Degree Works)

Lists all the degree requirements a student will need to complete at Brockport, and all of the degree requirements a student has already completed. It is also used by the Office of Registration and Records to confirm that all degree requirements are complete for a student who applies for graduation. [Degree Works FAQ](#)

### Banner

Banner is a software application used to maintain student, alumni, financial and personnel data. Brockport graduate students can log in to their Banner account and engage in a variety of campus specific processes; including course registration, transcript review, student accounts processing, graduate DARS access, and applying for graduation. [Banner login](#)

Banner is the College's administrative software package. It consists of two distinct parts: Forms/INB (Internet Native Banner) and the Campus Information System/SSB (Self-Service Banner or Web Banner). Forms Banner is typically utilized by administrative staff while the Campus Information System/Web Banner is used by students, faculty and staff.

Faculty and staff use the campus information system (Web Banner) for a variety of reasons, including graduate student advisement, graduate application review, imaged document display and degree audit access.

Graduate advisement requires routine use of Web Banner. Advisors can log in to Banner, select the faculty services tab, and review a plethora of information specific to graduate student advisement under the Advisement Information heading. All graduate advisors should become well-versed in the functions of Web Banner as it will prove an invaluable tool in support of your advisement responsibilities.

The Graduate Advisement tools found on Web Banner include (but are not limited to) student contact information, advisement key information, registration details, transcripts, holds, degree audit access, and imaged document displays.

### Banner ID Number

Nine digit number beginning with 800. Your Banner ID allows you to log into Web Banner. It is also used to identify a student in Banner and can be used to search for student specific information.

### NetID

Every active employee, student, and faculty member is assigned a netID which is used to access various computing resources.

## Imaged Documents

Available for review in Banner. Many documents specific to the student record/experience are imaged and can be found online for faculty advisor review. Faculty advisors should sign on to Web Banner and go to Faculty Services and then View Student Imaged Documents. If a document has been received and imaged by The College at Brockport, there will be an entry for it there.

Imaged documents are student specific and represent efforts or actions taken by, or on behalf of, an individual student. Imaged documents are not a collection of generic forms.

Examples of imaged documents include non-Brockport transcripts, temporary academic leave requests, change of grade forms, thesis continuation credit (TCC) registrations, return to good academic standing forms, etc.

## Hold

Hold on a student account (viewable in Banner) can have a significant impact on a student's ability to successfully move forward with the completion of their degree requirements.

Hold can impact a variety of functions, including registration, financial aid, transcripts and graduation.

When advising a student, please make certain to check for holds. Understanding the nature of a hold, what processes it impacts, and how best to address/remove a hold can make a significant impact on the student's educational experience.

Hold are specific – meaning holds have different origins, impact different processes, and require different solutions. Information regarding these factors can be discovered by reviewing a student's hold information in Banner.

Certain holds are very simple to resolve, while others much more complicated. Graduate students often need the expertise of their graduate faculty advisor, the Center for Graduate Studies, and other service offices to assist with understanding and resolving hold challenges.

## [Registering Online](#)

Course registration instructions and guidance.

## [Course Schedule](#)

Access to current and past course schedule information.

## Permission Key Number (PKN)

Required to enroll in a course that is restricted to a certain student population or otherwise.

- This number is specific to one particular section of the course and is unique
- Each number can only be used once
- Each number can only be used for the section of course in which it was assigned
- Permission to enter any course that requires approval is a privilege
- Academic departments are not obligated to grant registration permissions to individuals

## Advisement Key Number

Not to be confused with a Permission Key Number (PKN) which is used to register for a specific course, an Advisement Key Number is required of a matriculated graduate student attempting to register for their second semester of coursework. The student must obtain their Advisement Key Number from their advisor to register online for that semester.

Requiring an Advisement Key Number at this critical juncture in a graduate student's academic experience provides an ideal opportunity for a well-timed and productive advisement session. Connecting at the mid-point of a student's first semester of study can provide valuable insight as to how the student is fairing academically, handling the transition to graduate level coursework, and meeting the multiple (and sometimes competing) demands of work, life and school.

## Thesis/Project Continuation Credit (TCC)

Graduate students who register for a thesis/project course, but do not complete the thesis/project by the end of that semester, must register for a thesis/project continuation credit course (TCC 7XXX) each semester (excluding summer) until the thesis/project has been completed and approved. Continuation credits do not count toward degree requirements, nor do grades for these credits carry quality points used in the calculation of the GPA. [Thesis continuation credit form.](#)

Students who fail to register for TCC in a semester for which it is required will have a TCC hold placed on their student account. Such a hold will be removed when the student registers for the appropriate TCC.

## Academic Probation

Matriculated graduate students who have completed at least nine graduate credits at Brockport and whose cumulative Brockport graduate GPA falls below 3.0 are placed on academic probation.

Students receive written notification of their probationary status from the Center for Graduate Studies and a hold is placed on their student record which prevents future course registration until such time as they submit a [Return to Good Academic Standing Graduate Course Plan](#).

## GPA Calculator

Useful when constructing [Return to Good Academic Standing Graduate Course Plans](#) for students placed on academic probation.

## Academic Clemency

A matriculated graduate student may apply for Graduate Academic Clemency so that up to 9 credits of graduate coursework taken at The College at Brockport remain on the student's transcript but do not apply to the student's cumulative graduate GPA.

## Academic Dismissal

## Financial Aid Eligibility and Satisfactory Academic Progress Standards

## De-matriculation at the Graduate Level

The College at Brockport has a number of key policies designed to encourage students' continued and timely progress through their graduate degree programs. Students may lose their matriculated status for failure to comply with these key policies.

Once de-matriculated, a student who wishes to return to graduate study at The College at Brockport must either request reinstatement or apply for readmission to the graduate program.

Graduate Students who have been de-matriculated due to noncompliance with the continuous enrollment or time to degree policy may be eligible for [reinstatement](#) with the support of the academic department and approval of the Center for Graduate Studies. Coursework previously completed will be accepted at the discretion of the academic department.

Individuals who have been de-matriculated for other reasons, or who are not eligible/not approved for reinstatement may apply for readmission. Application for readmission requires submission of a new Part 1 and application fee, as well as all applicable Part II and Part III materials.

Applicants for readmission are subject to the following college policies:

[Minimum Number of Credits after Readmission or Program Change](#)

[Readmission at the Graduate Level](#)

### [Temporary Academic Leave \(Leave of Absence\)](#)

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence (three semesters – summer counted as a semester). Application for such a leave is made to the student's department. Leaves of absence approved by the department will not be charged against the time for degree completion, as stipulated by The College at Brockport policy.

### [Full-time vs. Part-time Graduate Enrollment](#)

### [Visiting Graduate Student Consortium Agreement](#)

The Consortium Agreement allows students to receive financial aid from The College at Brockport for graduate courses taken at another school (host institution).

### [Application for Graduation](#)

Students must now apply for graduation online. It is recommended that students apply for graduation no later than the beginning of the semester in which they will have completed all degree requirements.

An initial review of the degree application will be conducted at the time of submission for completion of requirements. Students will be notified through their Brockport email address of the result.

### Commencement vs. Graduation

It is important not to confuse commencement with graduation. The commencement ceremony is the public celebration of a student's accomplishment, but it is a ceremony and is not the actual graduation itself. The College at Brockport awards the degree when the Office of Registration and

Records has determined that all degree requirements have been met in full and makes that notation on the official college transcript. Only then have you graduated. Therefore, participation in the commencement ceremony does not necessarily constitute graduation.

[Academic Catalogs](#)

## Support Services and Related Offices

### [BASC](#)

Student IDs and dining services

### [Brockport Child Development Center \(BCDC\)](#)

Year round childcare services are offered on The College at Brockport campus and are available to students, faculty, staff and the community.

### [Career Services](#)

### [Center for Graduate Studies](#)

Offers enrollment and retention support services to students, faculty and staff. The Center for Graduate Studies welcomes all questions specific to the application/admission process, as well as those related to current student retention and advisement.

The Center for Graduate Studies, in partnership with the greater College community, is committed to recruit, admit, and support graduate students in pursuit of a successful academic experience that promotes career development and professional results.

The Center for Graduate Studies [website](#) provides an extensive list of programmatic, policy, and support services information specific to the current student experience and graduate advisement. In addition, the [staff](#) of the Center for Graduate Studies is available for consult and support on all matters specific to graduate advisement, retention and enrollment.

### [Counseling Center](#)

### [Financial Aid Office](#)

### [International Student Services](#)

### [Library, Information and Technology Services \(LITS\)](#)

### [Parking and Transportation Services](#)

### [Registration and Records](#)

Site includes critical information on a multitude of policies and procedures that impact student success including (but not limited to): information on course registration, add/dropping/withdrawing from classes, [graduate transfer credit approval process](#), college policy, degree audits/Degree Works, important dates and deadlines, relevant registration forms, transcript details, etc.

### [Student Accounts and Accounting](#)

### [Student Health Center](#)

[Student Learning Center](#)

[Students with Disabilities \(OSD\)](#)

[Technology Support Services](#)

## Graduate Policies, Forms and Related Processes

It is the responsibility of the Graduate Director, faculty advisor and the student to be aware of all [College, graduate student specific](#), and departmental policies. Departmental policies can be found on academic department websites.

Please visit the following links for additional advisement resources, including important graduate policies and forms. The following list is in no way meant to represent the entirety of policies and forms that guide the graduate student experience, but rather serves as a snapshot of those that are frequently referenced when advising graduate students at The College at Brockport.

### Policies

- [Graduate Policies](#) – extensive list of graduate student specific policies
- [Registration and Records Policies](#)
- Brockport Email as Official Communication Policy – Students must know and use their Brockport email address as official communication from the College will be delivered to this email address.
- [Transfer Credits at the Graduate Level Policy](#)
- [Leave of Absence Policy](#)
- [Continuous Enrollment Policy](#)
- [Time to Degree Policy](#)
- [Graduate Full-Time Status Definition](#)
- [Thesis Continuation Policy \(TCC\)](#)
- [Academic Probation Policy](#)
- [Financial Aid Compliance – Satisfactory Academic Progress](#)
- [Graduate Academic Clemency Policy](#)
- [De-matriculation Policy](#)
- [Readmission Policy](#)

### Forms

- [Graduate Forms](#)
- [Registration and Records Forms](#)
- [Financial Aid Forms Center](#)
- [Transfer Credit Approval Process](#)
- [Visiting Graduate Student Consortium Agreement](#) - allows students to receive financial aid from The College at Brockport for graduate courses taken at another school (host institution).
- [Course Substitution and Waiver](#)
- [Extension of Time Limit for Degree Completion](#)
- [Graduate Request for Temporary Academic Leave](#)
- [Thesis Continuation Credit \(TCC\)](#)
- [Return to Good Academic Standing Graduate Course Plan](#)
- [Graduate Request for Academic Clemency](#)
- [Graduation Process](#) (including Application for Graduation Form)

## Research & Scholarship

### **RESEARCH & SCHOLARSHIP**

#### **Distinguished Professor's Graduate Student Research Award**

<http://www.brockport.edu/etc/forms/grant/>

This is a competitive award (up to \$1,000) to support a major program-required research project. Applications and deadlines can be found on the Grants Development Office website.

#### **MaRC – Master's Level Graduate Research Conference**

<http://digitalcommons.brockport.edu/gradconf/>

This regional conference hosted by Brockport features the scholarship of master's level graduate students and celebrates their critical role in our society and higher education system and is open to the public.

#### **Scholar's Day**

[https://www.brockport.edu/academics/scholars\\_day/](https://www.brockport.edu/academics/scholars_day/)

Scholars Day is an annual celebration of the scholarship and creative activity by members of the The College at Brockport community. Scholars Day began in 1984 through the efforts of the College Senate.

#### **Student Travel Grant**

<http://www.brockport.edu/etc/forms/grant/>

A competitive award up to \$300 to help cover costs associated with presenting academic work at a conference. Applications and deadlines can be found on the Grants Development Office website.

## Thesis & Capstone Project

### **THESIS & CAPSTONE PROJECTS**

Academic departments may require a thesis representing original research that contributes to a student's discipline. Students are required to submit the thesis electronically through Drake Library to Brockport's online repository, Digital Commons. This will increase the visibility of student scholarship and make the thesis available online for broad public and archival access. Submissions can be uploaded at: [http://digitalcommons.brockport.edu/submit\\_research.html](http://digitalcommons.brockport.edu/submit_research.html) under the heading Master's Theses and Honors Projects.

Departments may also require printed copies. The [Guidelines for Master's Thesis Preparation](#) is a document that addresses parts of a thesis as well as physical formatting.

### Thesis/Project Continuation Credit (TCC)

Graduate students who register for a thesis/project course, but do not complete the thesis/project by the end of that semester, must register for a thesis/project continuation credit course (TCC 7XXX) each semester (excluding summer) until the thesis/project has been completed and approved. Continuation credits do not count toward degree requirements, nor do grades for these credits carry quality points used in the calculation of the GPA. [Thesis continuation credit form.](#)

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[Academic Catalog](#)

**[ACADEMIC CATALOGS](#)**