

Graduate School Academic Policies

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Who does what and where they are:

Registrar's Office

Discuss registration problems
Submit approved add/drop forms
Change your name (doc required)

Bursar's Office

Pay fees for add/drop forms, etc.

Student Accounts

Discuss billing problems
In-State status (doc required)

When to visit the Graduate School

- **Missing Documents**
- **Retroactive Registration/Withdrawal forms**
- **Add/Drop Petitions**
- **Transfer Credits**
- **Time-limit Waivers**
- **Leave of Absence**
- **Thesis and Dissertation submissions**
- **Grade Changes**

Grad School Basics

Always know the following:

- ◆ Your academic level
- ◆ Your program and plan (major/department)
- ◆ Your student ID number

When you have a registration block:

- ◆ Find out which semester you are blocked for
- ◆ Find out which office placed the block
- ◆ Find out the reason for the block

Bad Days Ahead

There are two different calendars that affect your registration and charges. One is for policies regarding drops, withdrawals, etc. and is based on increments of five days of classes. The other is for tuition liability issues based on seven day weeks (including holidays). *This review is to make you aware of a few key dates.*

Monday, August 31

First day of classes. Change in registration policies and charges.

Friday, September 4 (Day 5 of classes)

Offices close during three day weekend. Drops that take place on or after the following Monday - a holiday - will result in you receiving a partial billing for the course.

More Bad Days Ahead

September 15-21

Swaps week (Tuesday-Monday). Graduate students must petition to the Graduate School. These may NOT be processed online.

Monday, September 21 (Day 15 of classes)

You must register full-time for graduate courses that apply towards your degree by this date or:

- ◆ **You will lose any tuition scholarship you may have.**
- ◆ **You will have to pay your tuition in full.**
- ◆ **You will not be able to register for subsequent semesters until your tuition is paid in full.**
- ◆ **You MAY lose any TA/GA line and money you may have.**

Beware of other policies regarding:

- ◆ Adding & Dropping Courses
- ◆ Incompletes & Withdrawals
- ◆ Transfer Credits
- ◆ Leaves of Absence
- ◆ Thesis and Dissertation requirements and submissions

Most common mistake:

Getting information from the wrong person

Who is the *right* person?

Your Graduate Program Director (GPD) and Graduate Program Coordinator (GPC)

- ◆ The GPD administers Graduate School policies as they relate to your program. They function as advocate, advisor and enforcer.
- ◆ The GPC is your connection to the GPD and the Graduate School and is generally aware of most Graduate School and Program policies.

For more information, go to:

www.grad.sunysb.edu

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