PART C
Graduate Studies

I. The College, functioning through the Office of Graduate Studies and the Committee on Graduate Studies of the College, exercises all administrative control over work for the degree Doctor of Philosophy that is not exercised by the departments, from matriculation up to the final examination. This includes:

A. Admission and matriculation of students for work towards the Doctor of Philosophy degree.
B. Approval of student programs of study.
C. Review and approval of language requirements for Master's and Ph.D. programs.
D. Qualifying examinations.
E. Regulations concerning residence requirements, assistantships, and fellowships.
F. Approval of committees proposed by the departments for the final examinations and recommendations of such committees to the University Council on Graduate Studies.
G. Approval by the Committee on Graduate Studies of all courses carrying graduate credit in the College.

II. The Office of Graduate Studies and the Committee exercise all control over work for the Master of Arts and Master of Science degrees that is not exercised by the department.

III. The principal administrative officer in charge of graduate study in the College is the Dean of the College Faculty.

IV. The Dean of the College Faculty may delegate this responsibility to the College Dean for Graduate Studies. Certain administrative functions with respect to graduate students may be assigned by the Dean to other administrative officers of the College.

V. The responsibility of faculty governance of graduate work is vested in the Committee on Graduate Studies.

VI. Through the Committee on Graduate Studies, the College has the responsibility for recommending to the Board of Trustees a candidate for the Master's degree when the candidate's curriculum is a curriculum established in the College, regardless of whether the courses the candidate has taken have been scheduled in the College or in other schools of the University.

VII. Graduate Degree Programs

A. Ph.D. Degrees. The College offers the following programs leading to the degree Doctor of Philosophy:

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<td>English</td>
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<td>Biomedical</td>
<td>Geological Sciences</td>
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<td>Biomedical</td>
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<td>Biomedical</td>
<td>Materials Science</td>
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<td>Cognitive</td>
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<td>Sciences</td>
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B. Master of Arts Degrees. The College offers the following programs leading to the degree Master of Arts:

- Brain and Cognitive Sciences
- Comparative Literature
- Economics
- English
- French
- German
- History
- Interdepartmental Studies
- Linguistics
- Literary Translation
- Mathematics
- Mathematics/Statistics (joint)
- Philosophy
- Physics
- Political Science
- Psychology
- Spanish
- Visual and Cultural Studies

C. Master of Science Degrees: The College offers the following programs leading to the degree Master of Science:

- Alternative Energy*
- Applied Mathematics
- Biology
- Biomedical Engineering
- Chemical Engineering
- Chemistry
- Computer Science
- Electrical Engineering
- Geological Sciences
- Interdepartmental Studies
- Materials Science
- Mechanical Engineering
- Optics
- Physics
- Technical Entrepreneurship & Management*

D. Graduate Certificates: The College offers the following graduate certificate programs:

- African and African-American Studies
- Gender & Women's Studies
- Literary Translation

VIII. Incomplete Grades

Graduate instructors have the option of assigning the grade of I (Incomplete) in order to provide a student with additional time to complete unfinished course work. The "I" grade can only be used in conjunction with a written Memorandum of Understanding (MOU) between the student and the instructor describing precisely the additional work that must be completed by the student to enable the instructor to assign a final course grade, and the time at which this additional work must be completed. In all but exceptional circumstances (as determined by the College Dean for Graduate Studies), this additional work must be completed no later than one calendar year (two semesters) after the end of the semester in which the original course was taken.

A copy of the MOU between the instructor and the student should be provided to the College Graduate Office at the time the grade of I is assigned. If an appropriate MOU is not on file in the Graduate Office by the end of the semester following the one in which the original course was taken, then the instructor will be asked to assign the student a letter grade based on the academic work that has been completed.

*pending N.Y.S. approval
Once the terms of the MOU have been satisfied, the instructor should submit a standard letter grade (either A to E or S/F as called for by the grading system used in the original course) to replace the grade of I.

In the event that the terms of the MOU are not satisfied by the date specified in the MOU, then one of the following three actions should occur:

- The instructor may elect to either fail the student or to award him/her a final grade based on the academic work that has been completed.
- A revised MOU may be negotiated between the student and the instructor extending the term of the agreement between them, with a copy provided to College Graduate Office. The instructor is under no obligation to revise the original MOU in this manner, and the time spanned by the original MOU plus the extension should not exceed one year after the end of the semester in which the original course was taken without the approval of the College Dean of Graduate Studies.

IX. The grade of N (No Grade) is not a true grade, but merely a place holder to deal with situations in which an instructor does not submit a course grade for a student. Operationally, a grade of N is equivalent to a grade of W assigned at the end of a course. Courses in which a grade of N has been recorded do not count towards the requirements for maintaining full-time student status and may trigger a review of the adequacy of a graduate student's academic performance. An "N" given in the fall semester will convert to a "W" at the close of the following spring semester. An "N" given in the spring semester will convert to a "W" at the close of the following summer session. An "N" given in the summer session will convert to a "W" at the close of the following fall semester. The only circumstance where the "N" does not convert to a "W" is where there has been a genuine error in registration and the student truly has not attended the course. Under these circumstances a retroactive course drop can be submitted with a Drop/Add form. The Drop/Add form will need the instructor and advisor signatures which indicates the conditions above are indeed accurate (student truly has not attended the course) and the drop can only be completed if it does not change the time status (i.e. full to part or x time) in that semester.

X. Graduate Student Support

A. Graduate Fellowships

The designation fellowship is used to denote a financial award granted to enable a student to carry on full-time graduate study. Some programs preclude any requirement of service in connection with the award but some allow some service requirement to the extent that it does not detract from the student's ability to carry on a full-time program. Fellowship awards are ordinarily limited to students pursuing the doctorate degree.

B. Graduate Traineeships

The designation traineeship is ordinarily used to denote a financial award granted to enable a student to carry on a full-time graduate study program in a well-defined area. In other respects, it is similar to a graduate fellowship.

C. Graduate Assistantships

The designation assistantship denotes an award for which some form of service is required in return for a stipend. Assistants are classified as teaching, research, or technical according to the type of service required of them. The amount of time required varies but is not to exceed fifteen hours per week. Holders of graduate assistantships will not usually be able to carry as full a program as fellowship or traineeship holders.
D. Tuition Scholarships

Tuition scholarships are awards granting partial or full remission of tuition fees. They are awarded on a competitive basis.

E. Appointments

1. All appointments for graduate assistantships and tuition waivers are made by the College Dean for Graduate Studies with the approval of the Dean of the College Faculty. In the case of assistantships, it is done upon the recommendation of the appropriate department and in the case of tuition scholarships, on the recommendation of an ad hoc committee of the Committee on Graduate Studies. For those fellowship programs administered by the University, the appointment is made as specified above upon the recommendation of the appropriate body.

2. All appointments to graduate assistantships and tuition scholarships are for one academic year and are not automatically renewed. Applications for reappointment are given careful consideration together with new applications. In the case of a candidate for the Master's degree, an annual reappointment to the graduate assistantship may be renewed only once. The tenure of a fellowship depends on the specific nature of the program, some requiring application each year and some being for a longer period. In any event, a necessary requirement for a reappointment or continuation is the maintenance of satisfactory academic performance. All applications for reappointment should be submitted by 1 May on appropriate forms as furnished by the Department or the College Dean for Graduate Studies. Holders of fellowships, assistantships or tuition scholarships are expected to devote their full time to their graduate work and/or to their required duties. They may not accept outside employment without the consent of their Department Chair and the College Dean for Graduate Studies.