

CURRICULUM PHASE APPLICATION FOR RAMAPO COLLEGE M.F.A. PROGRAM in CREATIVE MUSIC TECHNOLOGY

1. Objectives

The Master's of Fine Arts degree in Creative Music Technology offers advanced studies in the recording arts, electronic and computer music, and emerging intermedia art forms. The program focuses on the development of innovative creative practices across the full range of contemporary musical vocabularies along with rigorous theoretical and technical training. An emphasis is placed on flexibility; students are encouraged to develop individual approaches to music technology and production that interface with other aspects of the contemporary musical landscape including composition, performance, music industry, and education. Courses in recording, mixing, digital and analog synthesis, sound design, electronic and interactive music composition, intermedia production, and live electronic music performance are all included in the core requirements. The program is designed for students who plan to pursue careers as producers, recording engineers, audio technologists, educators, or contemporary artists who combine these roles.

The Music program at Ramapo College has seen tremendous growth and success over the past several years, largely in the areas of Music Production and Industry. In 2016 the Les Paul Recording and Sound Studio was opened, a facility that enables high level professional recording, editing and production. The studio greatly enhanced the educational offerings for current undergraduate students. This facility, along with the Berrie Center electronic music studio, the contemporary nature of Ramapo's Music program, and the college's proximity to New York City, offers a unique opportunity to develop an advanced degree program. Based on these factors, we propose a Master of Fine Arts degree in Creative Music Technology, a logical extension of the Music Program's current activities.

The new Master's degree would be designed to complement our current undergraduate Music curriculum, which emphasizes strong connections with the liberal arts and a holistic approach to a contemporary music education. Many of the most successful graduates from Ramapo have done dual concentrations in Music Industry and Music Production, reflecting how these two fields are merging and blending in contemporary culture. The Master's program would follow on this success, offering courses from both areas in addition to Music Performance and individualized study with faculty. The curriculum would offer flexibility for different specializations within these fields, all with a connection to music technology. The program would have a creative emphasis over technical, hence the M.F.A. degree rather than an M.M or M.S., which are common for Music Technology Master's degrees in other schools. The M.F.A. will enable our graduates to teach at the college level, and would be one of only a few institutions in the U.S. to offer a terminal degree in Music Technology.

The M.F.A. will require 48 credits which can be completed in one school year plus one Summer. Ramapo undergraduates will have the opportunity to take up to 2 courses that count toward the M.F.A. in their final semester as undergraduates. The courses during the regular school year will be a mixture of online, hybrid and in-person classes, the Summer part of the program will be an intensive residency focused on completing a Thesis project. See the one year plan at the end of this document for details.

The Master's program would appeal to a broad range of constituents including:

- Graduates from undergraduate institutions with degrees in Music Production, Music Industry, etc. wishing to continue expanding their knowledge and practice and becoming qualified to teach at the college/university level.
- Graduates from undergraduate institutions with degrees in other musical fields such as performance, theory, and education. These candidates might be looking to make themselves more current and marketable as music becomes more and more integrated with new technologies.

- Graduates from undergraduate institutions with degrees in non-musical, technical fields such as Computer Science who may be interested in applying their skills to careers in music.
- Returning students who have been working professionally as engineers and producers but need Master's degrees in order to teach at the college level; as we have seen from our own searches there is a lack of experienced music production professionals with Master's degrees.

2. Evaluation and Learning Outcomes Assessment Plan

PROGRAM GOALS

Upon completion of the MFA in CMT students will be able to:

- Evaluate and apply advanced techniques in music production, synthesis, recording, programming, editing and mastering
- Identify and interpret core theoretical foundations of audio
- Analyze and articulate the importance of context in diverse practices within music technology
- Integrate traditional, non-Western, and experimental approaches to musicianship and composition with music production skills
- Collaborate with others effectively and demonstrate leadership in professional situations
- Recognize and formulate innovative approaches to music technologies and careers

STUDENT LEARNING OUTCOMES

In order to meet the Program Goals, students will:

- Develop and apply advanced skills with appropriate hardware and software tools to produce commercially viable recordings in a broad range of musical styles
- Practice advanced mixing and mastering skills for distribution in digital and physical domains
- Relate and connect music with other creative disciplines including film, television, visual arts, critical theory, and interactive media
- Acquire sufficient proficiency writing creative code for interactive media and sonic arts
- Acquire knowledge of basic electronics and microcontrollers for creative musical expression
- Plan, manage, lead, and complete all phases of creative music production projects independently
- Recognize and practice fluid connections between music composition and production
- Devise and implement original strategies for creative problem solving in all aspects of a music technology career
- Develop strategies for ongoing research in technical and creative aspects of the student's specialization, culminating in a well written and substantial MFA thesis.

Assessment will be carried out using a combination of direct and indirect measures similar to those used in the undergraduate program for Technological Literacy, Technological Competency, and Performance/Creative learning outcomes. Direct measures will include:

- In class exams and written assignments graded by Music professors who are not teaching the courses
- Live performances/presentations of studio work/exhibitions graded by professors who are not teaching the courses

Student surveys either in class or through Qualtrics are usually given for indirect assessment in which students are asked how well they felt Ramapo has prepared them to meet the learning outcomes.

In our undergraduate assessment we usually aim for 80% meeting or exceeding expectations in a given learning outcome through both direct and indirect measures; for the M.F.A. this number will be increased to 90%.

Table 1: Assessment Plan

	Program Outcome #1 Production Techniques	Program Outcome #2 Theoretical Foundations	Program Outcome #3 Context	Program Outcome #4 Musicianship and Production	Program Outcome #5 Collaboration	Program Outcome #6 Innovation
COURSES						
Audio Signals and Psychoacoustics	X	X		X		
Sound Studies Seminar		X	X			X
Electroacoustic Composition	X	X	X	X		X
Sound Recording and Mixing	X			X	X	X
Computer Programming and Coding		X		X		X
Research Methods		X	X			
Contemporary and Non-Western Music Theory		X	X	X		X
Sound Art and New Media		X	X		X	X
Hardware Engineering	X					X
MFA Thesis	X	X	X	X	X	X

Audio Signals and Psychoacoustics, Sound Studies Seminar, Computer Programming and Coding, Contemporary and Non-Western Music Theory, and Research Methods, will all be assessed through writing and exams. The remaining classes are creative, project-based studio courses in which final products such as recordings, custom hardware interfaces, and multimedia projects will be assessed. The Thesis course is required of all graduating students and will be a primary focus of assessment. All outcomes must be demonstrated in this course. Direct measures will include faculty reviews of works in progress and final thesis projects.

3. Relationship of the Program to Institutional Strategic Plan

Relationship to College's mission

The Creative Music Technology M.F.A. will align with Ramapo College's mission by providing students with a strong foundation for a lifetime of artistic and professional achievement. The format of the MFA will emphasize academic rigor through an interdisciplinary and experiential approach. The curriculum will emphasize and explore artistic practices from international and intercultural traditions. Students will engage with faculty in groups and one on one meetings. The program is committed to creating an equitable, diverse, sustainable and inclusive environment, emphasizing student engagement and community outreach.

Relationship to College's Strategic Plan

1. Advance Innovation as the College's Promise and Obligation to its Students, Community, and the State of New Jersey

The Ramapo Music Program already has a strong contemporary focus that embraces new technologies and approaches to educating musicians for the 21st century. The M.F.A. in Creative Music Technology will build on the current strengths and expand them. The curriculum exemplifies a highly innovative, progressive approach to higher education that will position Ramapo among the national leaders in graduate programs that focus on contemporary and popular music.

2. To deliver and promote curricular, co-curricular, extra-curricular, and development programs that strive to eliminate stereotypes and negative biases, demonstrate a commitment to diversity and promote self-awareness, an examination of multiple perspectives, and respect for others.

The M.F.A. has the potential to attract a broad range of students from both inside and outside of New Jersey. This will add to the diversity of the Music Program and the campus overall.

3. To increase students' academic, personal, social, and civic engagement through enhanced curricular, co-curricular, and extra-curricular programming.

The Creative Music Technology students will bring their musical talents to Ramapo and will greatly enhance the quality of on-campus music events through their technical and performance skills. They will also provide strong support for the Les Paul Studio and other facilities to make sure they are functioning at the highest possible level. Extra-curricular projects such as the school record label, Ramix, will be greatly enhanced by this new cohort.

4. To strengthen mutually beneficial partnerships with alumni, parents, friends, business, professional organizations, as well as community and government agencies.

The M.F.A. will offer great opportunities to showcase our alumni talent and to bring high profile visiting guest artists to campus. The great success of recent Ramapo Music Production graduates such as Grammy winner Brandon Korn, Disney film composer Stephen Conley, and many others already gives Ramapo and the Music Program great visibility. This new graduate degree will expand the connection with alumni and both the local and national music communities.

5. Ramapo College's visibility and reputation is advanced through communication and partnerships with external constituents. To publicly position the College through advocacy, marketing and public relations as the premier public college in the region.

The M.F.A. will be a unique offering among New Jersey public colleges and will further the reputation of Ramapo as a the leading public college in the region.

Program's relationship to School of Contemporary Arts mission

The CMT MFA program will strongly align with the mission of the School of Contemporary Art by balancing traditional theory and practice with the development of highly innovative new modes of creative expression. The program includes a strong interdisciplinary focus, blending music with fields of computer science, visual art, philosophy, and engineering.

Program’s impact on the College’s other programs, including the undergraduate curriculum if the proposed program is a graduate program

Adding the Master’s program would enhance our undergraduate education by bringing more advanced students to campus. The Master’s students could be extremely valuable in the roles of studio engineers and aides, stimulating our undergraduates with their seriousness. In addition, the Master’s would give both the School of Contemporary Arts and Ramapo College higher national/international profiles, and with the proximity to New York City as an added bonus, this could incentivize growth for years to come.

4. Program Need

Student Demand

In a Qualtrics survey given to undergraduates in 2018, 35% of Music students said they would be “very likely” to enroll in the M.F.A. program, and 35% answered “somewhat likely” to that question.

Career Outlook and Description

While careers in music have never been easy, the U.S. Bureau of Labor Statistics projects 8% job growth for “sound engineering technicians” and 13% growth for “audio and video equipment technicians” from 2016-26, both higher than the baseline expected growth of 7% in all occupations. New York City is the second leading area in the US for audio engineering careers, following California. Ramapo’s proximity to New York City and our strong relationships with the music industry through our internship program, faculty, and graduates will position our graduates well for entering the job market.

<https://www.bls.gov/ooh/media-and-communication/broadcast-and-sound-engineering-technicians.htm#tab-6>

In addition to jobs in established businesses and corporations, many professionals working in this field own their own businesses and/or work as independent contractors for larger entities. One recent survey based on the BLS statistics and Current Population Survey data estimates that there are 10 freelance audio engineers for every 1 salaried professional.

The BLS lists the following industries as the leading employers in this field, listed below with the average mean wage:

Industry	Percent of industry employment	Annual mean wage <u>(2)</u>
Sound Recording Industries	17.22	\$57,900
Radio and Television Broadcasting	0.50	\$58,800
Performing Arts Companies	0.62	\$59,070

Independent Artists, Writers, and Performers	1.10	\$49,150
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Top paying industries in the field:

Industry	Percent of industry employment	Annual mean wage (2)
Software Publishers	0.02	\$94,570
Motion Picture and Video Industries	0.91	\$92,390
Computer Systems Design and Related Services	0.01	\$89,220
Elementary and Secondary Schools	(8)	\$72,650
Other Information Services	0.04	\$69,690

<https://www.bls.gov/oes/2017/may/oes274014.htm>

Audio engineers who were identified as working in the “Sound Recording Industries” earned around \$58,000 in 2018, up significantly since last year, for a gain of about 9.5%.

Strong growth is being evidenced in the fields of Software Publishing, Motion Picture and Video Industries,

As more educational institutions both at the college and secondary school levels adopt music technology programs to keep up with the development of music today, we anticipate the demand will continue to increase for qualified professors and teachers. The M.F.A. qualifies as a terminal degree and will allow our students to pursue careers in a wide range of educational situations.

Entry level positions

Live Events/Audio Engineer (*Live Sound, Corporate A/V, DJ*)

Music Composition/Production (*Recording Engineer, Producer, Freelance/Self Employed, Record Label, Music Publisher*)

Mastering Engineer (*Mastering house, independent/self-employed, distribution/aggregator*)

Sound for Multimedia/Sound for Picture (*Post-Production, Audio Books, Broadcast*)

Education (*Music technology professor, full time or part time, secondary school teacher*)

Game audio design engineer (*Gaming, software design*)

Comparison with similar programs in the State and neighboring states

Master's programs in Music Technology and Production are not that prevalent in the NJ and surrounding areas. We have found it difficult to locate adjunct professors with strong professional experience who also have Master's degrees. Below is a list of comparable programs nearby and one in California.

Bloomfield College - Master of Fine Arts in Creative Arts & Technology

<https://mfa.bloomfield.edu/>

SUNY Purchase - MM in Studio Composition

<https://www.purchase.edu/academics/studio-composition/master-of-music/>

NYU - Music Technology MM

<https://steinhardt.nyu.edu/music/technology/masters>

Bard College - MFA in Music/Sound

<https://www.bard.edu/mfa/program/>

Mills College M.F.A. in Electronic Music and Recording Media

http://www.mills.edu/academics/graduate/mus/programs/mfa_in_electronic_music.php

The Ramapo Creative Music Technology MFA will differentiate itself from these programs in a number of ways. Bloomfield's CAT MFA is a transdisciplinary program not specifically focused on music, but rather spread across video, game design, graphic design, and visual arts in addition to music. SUNY Purchase offers a Master of Music degree in Studio Composition which is more focused on traditional music composition, arranging and recording than our program, which is more forward looking in its approach to music and technology. Bard's MFA in Music/Sound is structured around Independent Study courses in the Fall and Spring and residencies over two summers within a liberal arts context. We have adopted a similar but slightly different approach which is part time, medium residency in Fall/Spring and one intensive summer residency. The price tag of the Bard MFA is roughly \$63,000, and its curriculum is centered on the conceptual, classical avant-garde. The Ramapo MFA will be much more open to all forms of current popular music as well as experimental approaches. The MFA at Mills College, a liberal arts institution in Oakland, CA, also offers some strong connections with our program. It is a 4 credit system requiring 48 credits and two years of residency at a price of \$65,000. The curriculum offers some similar points of focus, but incorporates more traditional lecture style classes in Musicology and Ethnomusicology. The Ramapo MFA curriculum is devoted to more hands-on and practical studio classes along with lecture classes that are more directly relevant to the contemporary field of music technology.

5. Students

Program's anticipated enrollment from launch to optimal level

Expected enrollment at launch -10

Optimal enrollment - 25

6. Program Resources

More studio spaces will be needed for the MFA students, the faculty is in conversation with the Dean of the School of Contemporary Arts about possible locations. Some funds are allocated in the budget for this during the first two years, and the Music faculty will also be approaching the Les Paul Foundation and other outside sources for support.

Program budget (graduate program only) - See attached

7. Degree Requirements

RAMAPO COLLEGE MFA PROGRAM in CREATIVE MUSIC TECHNOLOGY CURRICULUM

48 credits - ALL COURSES AT THE 500 LEVEL

Audio Signals and Psychoacoustics (4) (new)

Theoretical and practical foundations for digital signal processing; signal representation in time and frequency domains, Fourier transform, spectrum analysis, transfer functions, convolution, filter theory and implementation. Fundamentals of auditory perception and the physical properties of acoustics. Perception of pitch, loudness, and timbre, wave propagation, room acoustics, and spatial auditory perception.

Sound Studies Seminar (4)

A course that investigates the critical, cultural, and theoretical discourse of sound and society. Reading and writing intensive.

Electroacoustic Composition (4)

Students will develop original creative approaches to composing and producing with advanced software and hardware tools. Analysis and theoretical context of iconic works of electronic and computer music will inform the course of study.

Studio Seminar and Colloquium (4) (new)

This class focuses on the development of individual strategies to developing a thesis project. Innovative creative strategies are explored through a series of master classes and critiques with leading artists working in the field of music technology.

Sound Recording and Mixing (4) (new)

An advanced production class that focuses on recording techniques, audio mixing and mastering in a variety of musical styles and genres.

MFA Thesis (8) (new)

Development and production of a final Master's thesis project.

Computer Programming and Coding (4)(new)

Introduction to audio programming languages including C++, Javascript and Python. Topics will include mobile app development, web audio interfaces, and plug-ins using the JUCE framework.

Research Methods (4) (new)

Applied and critical research methods in preparation for successful completion of master's thesis

Hardware Engineering (4) (new)

Students will design and build customized controllers, instruments, and interfaces, integrating microcontrollers and electronic components for interactivity and musical expression.

Sound Art and New Media (4) (new)

The course will consider sound art from a broad range of disciplines including experimental music, sculpture, architecture, experimental theater, installation art, and poetry. The integration of music and sound with visual media in a variety of compositional and improvised settings using advanced digital tools will also be a focus.

Contemporary and non-Western Music Theory (4) (new)

An advanced music theory course focusing on theoretical concepts including Serialism, Indeterminacy, Minimalism, Spectralism, New Complexity, Postmodernism, Non-Western traditions, Microtonality, and other relevant styles.

Creative Music Technology MFA One Year Plan

Fall	Spring	Summer I	Summer II
Sound Recording and Mixing Les Paul Studio	Sound Studies Seminar online/hybrid	Sound Art and New Media Electronic music lab	Thesis
Audio Signals and Psychoacoustics online/hybrid	Computer Programming and Coding hybrid	Studio Seminar and Colloquium LPS/Electronic music lab	Thesis
Research Methods online/hybrid	Hardware Engineering DIY hardware lab		
Electroacoustic Composition Electronic music lab	Contemporary and non-Western Music Theory online/hybrid		

ADMISSSIONS AND ACADEMIC POLICIES FOR MFA IN CREATIVE MUSIC TECHNOLOGY

Graduate Admissions

Applications for graduate admission are received and prepared for review by the staff in the Office of Graduate and Adult Admissions. All applications that are received with an application fee or approved waiver will be reviewed and action will be taken. Applications that are received by the established deadlines and completed will be forwarded to the individual graduate Program Directors for review. The criteria used to determine a completed graduate application will vary from program to program. All programs will require a minimum of an official transcript that verifies the completion of a baccalaureate degree from an accredited institution and at least one letter of recommendation. All applications that are received by the application deadline and are reviewed by the graduate Program Director will receive a decision letter (acceptance, denial, wait list) by an office-established deadline. Any applications that remain incomplete will receive a denial letter by an office-established deadline and will be coded as IW (institutional withdrawal).

All applications will be reviewed completely and holistically by the graduate program director. Evaluative criteria will be set by the graduate program director with the approval of the dean of the school that houses the program. To be admitted to a Ramapo College graduate program, an applicant usually presents a minimum GPA of 3.0 on all completed baccalaureate degrees. In the event that an applicant presents a GPA under a 3.0 but, to the graduate program director's satisfaction, demonstrates exceptional promise and/or preparation in the field of study, the graduate program director will consult with, and seek written concurrence from, the dean to admit the student.

Requirements for admission

1. Completion or the expected completion of a Bachelor's degree from a regionally accredited institution is required of all MFA applicants.

2. 3-5 samples of creative work, submitted online as part of the application. Audio and video files, PDF documents (such as musical scores), YouTube, Vimeo, or SoundCloud links are all acceptable; whatever best represents the applicant's recent artistic work. Total duration of all time-based samples should not exceed 20 minutes. Please include a brief description with each sample. Note: a work and a document supplementing it - such as a score - count as one sample.

3. Annotated list of your complete works, including both electronic and non-electronic pieces. List and describe your work in other media (film, video, theater, dance, multimedia, etc.)

4. Personal Statement

1-2 pages discussing your work and artistic goals or considerations in a personal as well as critical context. Similar to an artist statement, but should also include the reason(s) you want to attend Ramapo, and what you hope to gain from graduate study.

5. Letters of recommendation

Letters can be from anyone who knows the applicant and his/her work well; a recent teacher, colleague, producer, fellow artist, etc. Recommendations from former teachers are particularly helpful.

Academic and Leave Policies

Leave of Absence (LOA)

Students in good academic standing may take a leave of absence of one semester/cohort term by arrangement through the program director. Graduate students who plan to be away for two or more semesters/cohort terms are officially inactive. Students requesting a 'leave of absence' due to medical reasons must make arrangements with the Center for Health and Counseling Services (refer to Medical Leave of Absence, below).

Graduate students in good academic standing whose continuation after a one-semester/cohort term leave of absence is prevented due to the availability of required classes may remain on active status with the approval of the program director until the next time the prerequisite course(s) is (are) offered. The program director will communicate approval to the Registrar.

Students who are readmitted will continue their studies under the graduation requirements in effect at the time of their readmission.

Medical Leave of Absence (MLOA)

Students may apply for a Medical Leave of Absence (MLOA) from the College for reasons of physical or psychological illnesses. Students must withdraw from all registered courses under this policy. Exceptions may be considered on an individual basis. The grade for each course will be recorded as "W" on the student's transcript. There will be no refund if the request for an MLOA is completed after the College refund deadline (see Academic Calendar on the web).

Students considering applying for an MLOA need to contact the Center for Health and Counseling Services (CHCS) to request an evaluation for the purpose of pursuing a MLOA. If the condition is medical in nature, contact Student Health Services (SHS) (201-684-7536); if the condition is psychological in nature, contact Counseling Services (CS) (201-684-7522). In order to obtain an MLOA a student must obtain a medical recommendation from the appropriate unit (i.e., Health or Counseling) within the Center for Health and Counseling Services. In order for an MLOA to be processed for a given semester, the evaluation must be completed prior to the final day of classes.

Students can take as much time as needed away from the College to recover from their condition; however, students who do not take classes for two or more consecutive semesters must reapply for admission through the Office of Admissions. Students who stay out for longer than two consecutive semesters and are readmitted will continue their studies under the graduation requirements in effect at the time of their readmission.

In order to be approved to return from an MLOA, a student must provide the required documentation and complete an evaluation through the appropriate unit (Health or Counseling) within the Center for Health and Counseling Services. Students returning from an MLOA must complete the process by the established deadlines: August 1 for the fall semester and December 1 for the spring semester. If the deadline is missed, the student's return from an MLOA will be postponed until a later semester. If the process to return from an MLOA is not completed by the deadline, the student will be deregistered.

For detailed information, refer to the [Center for Health and Counseling Services](#) website.

Graduate students must make satisfactory academic progress annually and complete their programs within five years.

- 'Satisfactory academic progress' (i.e., the completion of a specified number of credits per year) is determined by each individual program and stated on the program website. These terms must be met unless a Leave of Absence has been granted.
- Individual programs may specify a minimum acceptable grade for a course which serves as a prerequisite for another course.
- Graduate students who wish to appeal the time limit by which a graduate program must be completed must do so in writing to the Program Director, who will make a recommendation to the Dean. The Dean makes the final decision and will communicate the decision to the Registrar.
- While Ramapo College requires degree completion within a specified period of time, the federal government may define 'satisfactory academic progress' differently for the purposes of awarding financial aid. Thus, graduate students receiving federal aid should consult with the Office of Financial Aid.
- IP In-Progress*

This grade is assigned in Thesis courses such as Thesis Research, when course requirements are not completed at the end of the term. In-Progress (IP) grades must be resolved within two (2) additional semesters (spring/fall) after the initial term when the IP was issued. IP grades not resolved after three (3) consecutive semesters (including the initial term) will be converted to a "U" or an "F" grade, depending on the individual program's standards. Students must register for a Thesis Continuation course (0 credits, 2 billing hours). Thesis continuation is not graded.

- If the student's Thesis remains unfinished at the end of the third (3rd) semester under IP status (i.e., the initial term when the IP was issued plus two additional terms), the student must consult with both the Thesis Advisor and the Program Director. This consultation must take place no later than the day that grades are due for that semester. At that consultation, one of the following actions will be taken: The student is dismissed from the respective program with a final grade of "U" or "F" (depending on the individual program's standards) for the Thesis course. The student has a right to appeal the decision, as indicated below. If a student does not appeal the decision within 5 business days of this consultation, the Program Director will process the dismissal.
- The student appeals in writing to the Program Director within 5 business days of the consultation for an extension of one additional semester (for a total of three semesters beyond the initial semester) to complete the original Thesis. At the end of this extension, if granted, the student will receive a final grade of "U" or "F" (depending on the individual program's standards) and will be permanently dismissed from the program if the Thesis is still not completed.
- The student appeals in writing to the Program Director within 5 business days of the consultation for permission to enroll in a new Thesis course. If the appeal is granted, the student accepts a "U" or an "F" (depending on the individual program's standards) for the original Thesis course and is permitted one semester only to complete the second Thesis course. If the student fails to complete the Thesis under two distinct Thesis courses, the student will be dismissed from the respective program.

In both cases of appeal, an unfavorable decision by a Program Director is final; a favorable decision must receive final approval from the dean. The Program Director will monitor a student's progress and will ensure that the student does not exceed the time limits described above.

*As of Fall 2010, IP grades can only be assigned to: EDTC 710, LIBS 710, LIBS 711, SUST 710, SUST 720. The Continuation courses are EDTC 711, LIBS 712, SUST 721.

I Incomplete No credit awarded

Given extenuating circumstances (for instance, reasons of illness or other emergency) when approved by the instructor and when requested by a student who has satisfactorily completed at least two-thirds of course requirements prior to the end of a term. The default deadline for completion of course work is posted on the Academic Calendar for each semester (typically February 26 for Fall semester incompletes and October 15 for Spring and summer incompletes, or the next business day); however, the instructor may set an earlier deadline at the time the Incomplete grade is requested. When the work is completed prior to the completion deadline, the instructor completes a 'Grade Adjustment Request' form; the new assigned grade replaces the I. If work is not satisfactorily completed by the completion deadline, the grade is changed to F. A student may not graduate with an I grade outstanding. No additional work can be accepted or considered after the end of the semester without the Incomplete grade.

U No credit awarded

A "U" grade may be assigned to a Thesis course when an In-Progress (IP) grade is not resolved within two (2) semesters (spring/fall) after the initial term when the IP was issued (see "*IP – In Progress*" section above). A "U" grade is NOT factored into the student's cumulative GPA.

W Withdrawn No credit awarded

Given in exceptional circumstances for withdrawal from a course. The withdrawal form should be submitted to the Registrar's Office by the withdrawal deadline posted on the semester's Academic Calendar.

Cessation of class attendance or notification to the instructor is NOT considered an official withdrawal. Unless students officially withdraw from a course through the Registrar's Office, they are still registered for the course and will receive a grade of "F" or "FN" even though classes were not attended.

FN; Fail – Non-attendance

Students who stop attending class without an official withdrawal will receive a grade of "FN". As indicated in the Grading Scale Chart, this grade will be calculated into the GPA in the same manner as a grade of "F".

Federal Regulations (34 CFR 668.22 and commonly referred to as the Return of Title IV Funds requirements) require institutions of higher education to return Title IV aid when a student stops attending within the first 60% of the semester or term. In recording a grade of "F" or "FN", faculty must include the last date of attendance by the student.

Students should also refer to the 'Leave of Absence', 'Medical Leave of Absence', and 'Withdrawal from Ramapo College' policies in the College Catalog.

RF grading

RF grading is not applicable to graduate level courses.

Graduate students (matriculated and non-matriculated) must maintain a cumulative GPA of 3.00 to remain in good academic standing.

4. Academic standing is calculated at the end of each cohort term or fall or spring semester commencing with the completion of the first term in which the student has earned a minimum of 6 program credits. Only degree-required graduate courses taken at Ramapo College will be used in the GPA calculation. Courses transferred from other colleges count only as credits earned; accompanying grades are NOT calculated toward the grade point average at Ramapo. If the student has a minimum cumulative program GPA of 3.0, the student is in good standing. If the student has a cumulative program GPA below 3.0, the student is placed on probation.

5. At the completion of the next cohort term or fall or spring semester of enrollment, the probationary student is subject to the following conditions:

- If the student has a minimum cumulative program GPA of 3.0, the student is in good standing after probation.
- If the student's cumulative program GPA is below 3.0 but has at least a 3.0 term or semester GPA, the student is placed on continued probation.
- If the student's cumulative program GPA is below 3.0 and has a term or semester GPA below 3.0, the student will be dismissed with the right to appeal.

6. At the completion of the next cohort term or fall or spring semester of enrollment, a student on continued probation is subject to the following conditions:

- If the student has a cumulative program GPA of at least 3.0, the student is in good standing after probation.
- If the student has a cumulative program GPA below 3.0, regardless of the term or semester GPA, the student will be dismissed with the right to appeal.

7. Students in good standing after probation who fall below a cumulative program GPA of 3.0 for a second time are automatically dismissed from the program with the right to appeal. Students placed on Academic Probation may not appeal their standing. A student must be in Good Standing in order to enroll in Thesis or final project courses.

Procedures for Determining Academic Standing

At the close of each cohort term and fall or spring semester, once final grades have been posted, the Registrar's Office generates Academic Standing and provides the report to the Program Directors. The Program Directors review records of all graduate students enrolled in their respective programs at the College. Any student whose academic performance has fallen below the College's established standards (above) is advised of the deficiency in writing, via Ramapo College e-mail, by the Program Director, copied to the Dean, the Chair of Graduate Council, and the Registrar. Only degree-required graduate courses taken at Ramapo College will be used in the GPA calculation. Graduate students are responsible for checking their Ramapo College e-mail accounts frequently.

Procedures for Appealing Dismissal

A student who has been dismissed has the right to appeal and will be so notified of that right and the deadline by which to appeal in the notification letter from the program director. The appeal deadline will be set three calendar days after notification from the program director. A student who wishes to appeal must submit an appeal letter electronically to the Chair of Graduate Council that details reasons why he/ she fell into academic difficulty and the strategies that he/ she will employ to raise his/her GPA in the future. The student may request supporting letters from graduate faculty and/or his/her respective program director and/or Dean. Supporting letters on official letterhead should be sent via Ramapo College email to the Chair of Graduate Council by the specified deadline. A student who does not appeal by the deadline is viewed as accepting his/her dismissal.

The Chair of Graduate Council will call a meeting (physical or virtual) of the five school deans to hear the appeal. The Chair of Graduate Council will also attend the meeting in an ex-officio, non-voting capacity. After considering the student's appeal and supporting documentation as well as information from the Program Director, the deans will take one of two actions:

- To uphold the student's dismissal from his/her graduate program;
- To reinstate the student on continued probation. At the end of the student's probationary term or semester, he/she must regain at least a 3.0 cumulative GPA or will be dismissed with the right to appeal.

The Chair of Graduate Council will notify the student of the outcome via Ramapo College e-mail, copied to the Program Director, the Dean, and the Registrar.

The decision of the Deans is final.