

Graduate Student Handbook Contents

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Graduate Student Handbook

INTRODUCTION

The College Mission

The State University of New York College at Brockport

Is committed to providing a liberal arts and professional education—at both the undergraduate and graduate level—for those who have the necessary ability and motivation to benefit from high quality public higher education;

Has the success of its students as its highest priority, encompassing admission to graduate and professional schools, job placement, civic engagement in a culturally diverse society and in globally interdependent communities, and especially student learning; and

Is committed to advancing scholarship, creative endeavors, and service to the College community and the greater society by supporting the activities of an outstanding faculty and staff.

Graduate Education Mission

The mission of graduate education at The College at Brockport is to support student success by providing a high quality education that:

- Leads to advanced knowledge and technical skills in the graduate field of study and prepares graduates for doctoral studies and/or professional practice;
- Stimulates and supports excellence in scholarly and creative pursuits among faculty and students;
- Fosters excellence in teaching, supervising, and mentoring; and
- Develops thoughtful and articulate individuals with the integrity and adaptability for dealing with a culturally diverse and changing world and for contributing substantially to their communities.

Academic Standards

The College at Brockport prepares our students academically to be multidimensional scholars and professionals who will achieve success on their own terms. Our academic focus combines the liberal arts with professional studies, critical thinking with out-of-classroom experience, and personal development with community service. At both the undergraduate and graduate levels, students conduct original research, pursue scholarly and creative works, complete internships, [study abroad](#), and participate in specialized academic programs. At the heart of our academic programs are [award-winning faculty](#) who will challenge, inspire and reveal your talents, your potential and your best self.

National Accreditations

Our academic programs are committed to seeking national accreditations when such accreditations are available. Twelve of our undergraduate and graduate programs, notably Business Administration (AACSB) and Educational Certification (NCATE), have earned accreditations for meeting high standards of quality and demonstrating a commitment to educational excellence.

Your Right to Know

The Student Right-to-Know Act requires the College to disclose certain information including crime

statistics, institutional graduation rates, and student privacy guidelines to all enrolled and prospective students.

Diversity/Inclusion

Diversity at The College at Brockport is anchored in our mission to make "student success our highest priority." The College is committed to providing opportunities for students to see themselves as citizens of a culturally diverse society in a globally interdependent community and foster a lifelong civic engagement. Our continual process of goal-setting and embracing and enhancing diversity serves to engender student success and growth toward an inclusive community.

ADMISSION

Matriculated vs. Non-matriculated Status

Matriculated students have been admitted to a program of study leading to a master's degree, post-master's certificate of advance study, or advance graduate certificate. They are assigned a faculty advisor from the appropriate academic department to ensure they meet the program requirements.

Non-matriculated students have not been admitted to a graduate program, but want to enroll in graduate-level courses. Consultation with the academic department is encouraged before engaging in non-degree graduate study if the individual plans to subsequently apply for admission to a graduate program. Non-matriculated students are not eligible to register for 700-800 level courses. Up to 12 graduate credits completed as a non-matriculated student may be applied toward a degree program at the academic department's discretion.

Full-time vs. Part-time

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. A student taking less than 12 graduate credits is considered to be part-time for tuition and federal financial aid purposes.

International Admission

https://www.brockport.edu/academics/international_education/admissions/

As an international student at The College at Brockport, the primary purpose for being in the United States is to study. Student visa holders must comply with [U.S. Citizenship and Immigration Services \(USCIS\)](#) regulations and Department of State regulations while in the United States. It is important to follow these steps in order to maintain student status:

- Keep passport valid at all times
- Maintain full-time enrollment and normal, full-time progress toward a degree
- Accept only authorized employment. Off-campus employment must be authorized in advance
- Obtain extensions as needed to stay in the United States

- Have medical insurance at all times

Transfer Credit

www1.web.brockport.edu/policies/docs/transfer_credits_at_the_graduate_level

A maximum of 12 credits earned at other colleges and universities or at The College at Brockport as a non-matriculated student may be transferred into a degree program with the department's approval. At the graduate level, no course taken at other colleges and universities "may be transferred that carries a grade of less than 'B' on an official transcript." In order for transfer credit to be formally acknowledged by the campus, final official transcripts must be received by the Office of Registration and Records.

Required Actions for New Students

www.brockport.edu/graduate/docs/New_admitted_student_checklist.pdf

The Graduate School has compiled a new student checklist of necessary tasks to complete the enrollment process. This checklist includes time sensitive items.

Graduate Programs

<https://www.brockport.edu/academics/programs.html#f-graduate>

The Graduate School at The College at Brockport offers more than 50 graduate programs. These include master's degrees, teacher certification, post-master's and advanced certificate programs, and nationally accredited programs in counseling, social work, teacher education, public administration and dance.

The following is a list of degrees, post-master's and advanced certificates offered at the College:

- Certificate of Advance Study (CAS)
- Master of Art (MA)
- Master of Fine Arts (MFA)
- Master of Public Administration (MPA)
- Master of Science (MS)
- Master of Science in Education (MSEd)
- Master of Social Work (MSW)

FINANCING YOUR EDUCATION

Graduate Costs

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.

Qualifying for In-state Tuition

https://www.brockport.edu/support/student_accounts/nys-tuition-status/

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 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 that may be in jeopardy of non-compliance of Federal Academic Standards.

Graduate Assistantships

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

Graduate assistant positions are offered through many departments and offices. These positions require the recipient to work 20 hours per week. Duties assigned to the recipients assist them in the development of their professional skills and goals. The assistantship provides a stipend (currently at least \$6,000 per academic year) and a tuition scholarship for up to 9 graduate credits per semester.

Recipients 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

These SUNY-sponsored fellowships provide a stipend (currently up to \$7,500 per academic year) and tuition scholarship for up to 9 graduate credits per semester. Fellows who maintain good academic standing and have degree requirements yet to complete may have the award renewed for up to a total of four academic semesters. The fellowships are awarded on a competitive basis, since a limited number are allocated to each campus to cover GDF stipends and tuition scholarships.

Recipients work 15-20 hours per week in the assigned unit or academic department. The duties assigned to the fellowship recipients assist them in the development of their professional skills and goals.

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

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

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.

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.

STUDENT SERVICE OFFICES

Alumni Relations

<http://alumni.brockport.edu/>

Keep in touch with classmates, friends, faculty, and the Brockport community. Find out more information about participating in events, volunteering your time or making a donation here.

Brockport Auxiliary Service Corp (BASC) - Easy Money, Bookstore, ID Cards

<http://basc1.org/>

BASC provides and manages all dining services, the bookstore, catering services, laundry services, parking and transportation services, vending services, ATM's, events and conferences, campus ID services, and the debit card program for The College at Brockport. BASC will help you get your Eagle One ID card, sign up for Easy Money, add Dining Dollars or find a meal plan that suits your needs.

Brockport Child Development Center (BCDC) - An accredited Pre-K and afterschool childcare facility

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

BCDC serves the child care needs of Brockport students, staff, faculty, as well as the community.

Brockport Student Government (BSG)

<http://www.brockportsg.org/>

BSG is the umbrella organization for over 60 student organizations and clubs categorized into four groups: academic, cultural, fine arts, and service. As its mission, the Brockport Student Government strives to provide students with support services, programming for both social and academic activities, and opportunities for student excellence.

Career Services

<https://www.brockport.edu/academics/career/>

The Office of Career Services provides assistance to students throughout and after their College career with all phases of career development including the exploration of majors and careers, internships, conducting job searches (resumes, cover letters, interviewing, and networking), and pursuing employment opportunities while being a student at The College Brockport.

Community Development

<https://www.brockport.edu/life/community/>

The Department of Community Development provides opportunities for interaction between students, faculty, staff, and community members. The department aims to foster understanding and collegiality between various constituents within the college community in the spirit of integrity, civility and social justice.

Counseling Center

https://www.brockport.edu/life/counseling_center/

The Counseling Center provides services including individual, group, and couples counseling, as well as psychiatric, substance abuse, crisis, consultation, and outreach services. These are free of charge to all registered students as part of the health fee.

Financial Aid

https://www.brockport.edu/admissions_aid/financial_aid/

Matriculated graduate students may be eligible for federal direct student loans or the Federal College Work-Study program. The federal code for Brockport when completing the FAFSA is 002841.

For students receiving financial aid, please keep in mind that your academic performance may also impact your eligibility to receive aid. Both the federal and the state governments require you to meet certain basic standards of scholarship in order to remain eligible for financial assistance. These standards relate to how many credits you attempt each semester, how many credits you accumulate and complete, and the grade point average you attain while doing so. For additional information, please visit: our [academic standards](#) for Financial Aid page.

International Student Services

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

The International Student Services office helps prepare international students with everything from issuing an I-20 for arrival to the United States to advice on banking, health care, and living in Brockport.

As an international student at The College at Brockport, the primary purpose for being in the United States is to study. Student visa holders must comply with [U.S. Citizenship and Immigration Services \(USCIS\)](#) regulations and Department of State regulations while in the United States. It is important to follow these steps in order to maintain student status:

- Keep passport valid at all times
- Maintain full-time enrollment and normal, full-time progress toward a degree

- Accept only authorized employment. Off-campus employment must be authorized in advance
- Obtain extensions as needed to stay in the United States
- Have medical insurance at all times

Library, Information & Technology Services (LITS)

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

Drake Memorial Library and Information & Technology Services work to provide the tools and services necessary to support the College's teaching, learning, research, creative, social, and administrative endeavors.

As a graduate student at The College at Brockport, you are able to access more than 90 databases and borrow books and full-text articles from other libraries for your research needs. You also have access to a librarian via phone at (585) 395-2760, email at AskDrake, or Instant Messenger (screen name = DrakeRef). For more information about Drake Memorial Library, please contact Jennifer Kegler at jkegler@brockport.edu or visit the web at: www.brockport.edu/library/.

The College's MetroCenter in downtown Rochester also has its own satellite library and librarian. Contact Linda Hacker at (585) 395-8476 or lhacker@brockport.edu for assistance.

myBrockport

<https://brockport.collegiatelink.net/>

myBrockport is a great tool to help students learn about various student organizations on campus. On myBrockport you can see when organizations meet, upcoming events, photos from prior events, and much more.

Office for Students with Disabilities (OSD)

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

The Office for Students with Disabilities (OSD) provides support and assistance to self-identified students with disabilities. Among the services provided are those related to accessibility of campus facilities, reasonable test-taking accommodations, advocacy for student needs, and referral to appropriate governmental and community agencies.

Registration and Records

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

Registration and Records oversees registration, processes transcripts, awards undergraduate and graduate degrees, generates diplomas and replacement diplomas, administers degree and enrollment verifications, preserves student information and academic records, and assists in the creation of credential files. Once you are enrolled at Brockport, you establish a permanent academic record that is maintained by Registration and Records.

Special Sessions and Programs (Summer and Winter Courses)

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

The Office of Special Sessions & Programs organizes course offerings for summer and winter sessions as well as distance and online learning.

Student Accounts

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

The Office of Student Accounts and Accounting is responsible for the collection and accounting of student educational charges. Staff process and distribute federal, state, and privately funded financial aid funds, and administer the installment payment plan for students.

Student Health Center

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

The Student Health Center is part of the Hazen Center for Integrated Care and is open to all Brockport students. Services include over-the-counter remedies, pharmacy delivery, HIV testing, nutrition counseling, tobacco cessation assistance, and clinics for women's health, therapeutic massage, sports medicine, and a travel clinic in preparation for travel abroad .

Student Housing

<http://www.mycollegesuites.com/brockport/>

On-campus housing is not currently an option for graduate students, however, an active list of off-campus housing is provided on the Brockport Student Government's website. There is also student housing available at College Suites just outside of campus on Redman Road.

The Space

<https://www.brockport.edu/life/union/thespace/>

The Space is a resource center providing training, tools, and support for student organizations and groups at The College at Brockport. The Space creates a collaborative environment for students to work together with other student organization leaders. Stop by at any time when the Union is open. The Space is located in Seymour College Union, room B105.

University Police

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

The Department of University Police is committed to a safe and secure campus for students, faculty, staff, and visitors. Their focus is on crime prevention and deterrence, personal safety education, and service to the College community.

There are 47 blue-light phones located in high-traffic areas around campus. They provide immediate access to the University Police and may be used to report crimes and emergencies, or to request escorts. Students can call the Escort Service and an officer or member of the Student Patrol will respond quickly to escort them to their cars or residence halls any time. For an escort, call (585) 395-SAFE (7233) or pick up any blue-light phone.

University Police also has a program called Operation ID. Your personal property (e.g., computers, TVs, stereos) can be engraved and registered. This will deter theft and help identify stolen property. Call (585) 395-2226 for more information.

Veterans Affairs

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

The Veterans Affairs Office is located within the Financial Aid Office on the main floor of the Rakov Center for Student Services. The office assists with educational benefits available to veterans and children of veterans who plan on attending the College. They also provide information such as U.S. Department of Veterans Affairs programs, how to request a military transcript, grants and scholarships, and institutional benefits such as bill deferrals and parking discounts.

Welcome Center & Parking Services

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

Parking and Transportation Services (PTS) is responsible for the issuance of parking passes, enforcement of parking regulations, coordination of visitor/event parking services, and providing many transportation alternatives including car sharing, shuttle and charter services, bike borrowing and rideshare.

Everyone who parks on campus, including visitors, must register each motor vehicle with Parking and Transportation Services. All vehicles must be properly registered and display a campus permit. During the first three days of each semester, those without a permit must park in lots V, V1 or X.

Women's Center

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

The Women's Center (WC) runs and sponsors programs aimed at raising awareness of women's experiences. The WC is open to all members of the college community. The center offers information of interest to women, referrals to other sources, support and advocacy, and events to raise awareness of abuse.

GRADUATE POLICIES

<https://www.brockport.edu/support/policies/category.php?id=15>

It is the student's responsibility to be aware of the College's and The Graduate School's policies. For a complete list of graduate policies, please visit the link above.

YOUR STUDENT RECORD

Confidential Student Record

http://www.brockport.edu/policies/docs/confidential_nature_of_student_records_.pdf

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants certain rights, privileges, and protections to students concerning educational records maintained by the College. The law requires that the institution shall protect the confidentiality of student educational records. The law also provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the

outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unsatisfactory.

Degree Audits

<https://www.brockport.edu/academics/advisement/DARS.html>

DegreeWorks is a web-based tool for students to monitor their academic progress toward degree completion by reviewing a degree audit. DegreeWorks reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements. This allows students and their advisors to plan future coursework.

Name/Address Change

[Name/Address Change Form](#)

Name changes are made by presenting official documentation to the Office of Registration and Records. Address and other contact information can be updated by logging into Web Banner and making changes in the personal information section. Students are required to maintain an active permanent address on file with the College at all times.

Transcripts

https://www.brockport.edu/support/registration_records/official_trans_order_info.html

Transcripts are issued by the Office of Registration and Records. The transcript is the College's official record of attendance and academic performance at Brockport. It contains dates of attendance, coursework taken, academic credit received, and grades. It will also indicate any transfer credit granted from other institutions. Unofficial transcripts and requests for official transcripts are available in Web Banner.

REGISTRATION

Academic Calendar

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

The academic calendar provides important dates and deadlines from the beginning to the end of the academic year, including semester start and end dates, add/drop deadlines, breaks, final exam periods, and commencement.

Course Schedule & Descriptions

https://bannerprod.brockport.edu/pls/prod/bwzcfcls.P_CrseSearch

Faculty Advisement

http://www.brockport.edu/policies/docs/plan_of_study_at_the_graduate_level.pdf Matriculated graduate students are assigned a faculty advisor who will assist them throughout their graduate studies. By the end of their first semester in matriculated status, graduate students must meet with their faculty advisor to determine their Plan of Study. Faculty will then provide their

graduate student advisees with an "advisement key number," which students need to register for classes in their second semester of matriculation.

Drop/Add & Withdraw Process

http://www.brockport.edu/policies/docs/confidential_nature_of_student_records_.pdf

Students already registered prior to the first day of the semester may add a course(s) to their existing full-time schedule during the first week of the semester (regular add period) without a fee. **Starting with the first day of the semester, all adds are by permission from the course instructor** (Permission Override Number to add online or instructor's signature to add in person at the Office of Registration and Records) even if the course still shows open seats and even for second quarter courses.

Adding during the second and/or third week of the semester constitutes a late add and a \$20 late add fee will be charged to the student's account to add any course.

During the first four weeks of the semester, students may drop most courses without the instructor's permission and there is no fee to drop a course. The course will not appear on the transcript. Withdrawals are necessary during weeks five through the Friday before the last week of classes and are governed by different dates and different procedures. Courses withdrawn will appear on the transcript with a grade of "W."

Grades

http://www.brockport.edu/policies/docs/grading_system_at_the_graduate_level.pdf

A letter grade is given for every course for which a student has registered. At the graduate level, academic credit is earned for grades of "A," "A-," "B+," "B," "B-," "C+," "C," or "S." No credit is awarded for grades of "E," "U" (Unsatisfactory), "I" (Incomplete), "PR" (In Progress), and "AU" (Audit).

A grade of PR (in progress) is given for certain courses that cannot be finished in one semester. Certain courses are by design not finished in one semester. For such courses, a "PR" (in-progress) grade is recorded instead of an "I" (incomplete) grade. The "PR" is changed to a letter grade upon completion of the course.

Grade Appeals

http://www.brockport.edu/policies/docs/policy_on_student_grade_appeals.pdf

A written grade appeal must be filed with the department chairperson within thirty (30) calendar days from the date on which the registrar posts the grades for the semester in which the course was taken. During this 30-day period, the student must also engage in an informal attempt to resolve the disagreement.

Holds

Certain holds on your student account will prohibit you from accessing grades, official transcripts, and/or registration for a future semester. Holds can be viewed by logging into Web Banner and must be resolved with the office listed as the originator.

Temporary Academic Leave

[Temporary Academic Leave Form](#)

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence. 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.

Graduation

<https://www.brockport.edu/academics/commencement/>

Degrees are awarded and students are officially graduated in January, May, August, and December. It is important not to confuse “graduation” with “commencement.” The College awards a degree once the Office of Registration and Records has determined that all degree requirements have been successfully completed.

Graduate students should apply for graduation no later than the beginning of their final semester. The application for graduation can be found and completed in Web Banner.

METHODS OF INSTRUCTION

Angel/Blackboard

Angel is the Learning Management System used for online delivery of coursework at Brockport. The College will be transitioning to Blackboard during the 2014-2015 academic year.

Hybrid

Some courses offered at Brockport may be “hybrid” courses in which a portion of the traditional face-to-face instruction is replaced by web-based online learning. Specific dates and locations for the face-to-face instruction is provided, and the online learning may be either synchronous or asynchronous.

Independent & Directed Study

http://www.brockport.edu/policies/docs/differences_between_independent_study_and_directed_study_.pdf

Independent study provides students the opportunity to study individually with an instructor on a contractual basis. This option requires the approval of a sponsoring instructor. Independent study provides graduate students an opportunity to pursue, in greater depth, topics they studied previously.

Directed Study provides students the opportunity to study individually with an instructor on a contractual basis. Directed Study is an option only when a course is not offered during the semester or session in which the student needs to enroll. This option requires the approval of a sponsoring instructor, who must place the syllabus for the Directed Study in the student's file in the department.

MetroCenter

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

The MetroCenter is an extension center of The College at Brockport's main campus in Brockport, NY, and is conveniently located in the heart of downtown Rochester, NY. More than 100 courses are offered in undergraduate and graduate programs each semester. The majority of classes are held in the evenings and on weekends to accommodate working adults.

SUNY Learning Network (SLN)

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

SLN offers online courses via the ANGEL Learning Management System (LMS), which is used College wide. The College will be transitioning to Blackboard during the 2014-2015 academic year.

PROFESSIONAL DEVELOPMENT

Center for Excellence in Learning & Teaching (CELT)

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

CELT delivers services to advance student learning and teaching excellence, to empower students and instructors through the development and delivery of educational practices that facilitate meaningful learning, and to improve the quality of educational experiences for students and faculty.

Manager Development Program

[Manager Development Program](#)

Graduate Students are eligible to participate in the College's Manager Development Program, a series of ten workshops designed for current and future professionals that enhance the communication, management, and supervisory skills they need for effective workplace leadership.

RESEARCH & SCHOLARSHIP

Distinguished Professor's Graduate Student Research Award

<https://www.brockport.edu/support/grants/Studentgrants.html>

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 conference 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

<http://www.brockport.edu/scholarsday/about.html>

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

<https://www.brockport.edu/support/grants/Studentgrants.html>

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

As a candidate for a master's degree, your department may require a thesis representing original research that contributes to your discipline. If your department requires that you submit the thesis to The College at Brockport’s Drake Library, you will need to do so (as of Fall 2013) electronically to Digital Commons, Brockport’s online repository. This will increase the visibility of your scholarship and make your thesis available online for broad public and archival access. Submit your thesis electronically at: http://digitalcommons.brockport.edu/submit_research.html under the heading Master's Theses and Honors Projects.

Your department may also require printed copies of your thesis, and you may wish to keep a paper copy. The [Guidelines for Master's Thesis Preparation](#) is a document that addresses parts of a thesis as well as physical formatting.

GRADUATE CATALOG

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