

12-13-2004

Guidelines for Preparing a Combined Degree Proposal

The College at Brockport, College Senate

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SUNY BROCKPORT

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State University of New York
College at Brockport
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(585) 395-2586 (Fax) 395-2246

FACULTY SENATE
SUNY College at Brockport

JAN 26 REC'D

350 New Campus Drive
Brockport, NY 14420-2925

Resolution # 04
2004-2005
COLLEGE SENATE

RECEIVED

JAN 14 2005

SUNY BROCKPORT
PRESIDENT'S OFFICE

TO: Dr. John B. Clark, Interim College President

FROM: The Faculty Senate Meeting on: **December 13, 2004**

RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
⇒ III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Guidelines For Preparing A Combined Degree Program Proposal**

Signed: Dawn M. Jones Date: 12/11/04
(Dr. Dawn M. Jones, 2004-2005 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

TO: The College Senate

FROM: Dr. John B. Clark, Interim College President

RE: I. Decision and Action Taken on Formal Resolution (circle)

a. Accepted. Effective Date: 1/17/05

b. Deferred for discussion with the Faculty Senate on ___/___/___

c. Unacceptable for the reasons contained in the attached explanation

⇒ II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged ___/___/___

b. Comment: _____

DISTRIBUTED BY PRESIDENT'S OFFICE TO: Executive Council

" PRESIDENT'S OFFICE TO: Deans' Council

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: John B. Clark Date: 1/17/05
(Dr. John B. Clark, Interim College President, SUNY College at Brockport)

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

ROUTING NUMBER*	#04 04-05 UC/GC
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DEADLINE FOR SUBMISSIONS: February 23 - Proposals received after deadline may not be reviewed until next semester.

Submit all proposals to the College Senate President electronically or on a disk with a hard copy.

Please provide cover page information requested.

facprez@brockport.edu, fSenate@brockport.edu

College Senate Office, 426 Allen Building

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Guidelines for preparing a combined degree program proposal

2. BRIEF DESCRIPTION OF PROPOSAL:

These guidelines contain a template for submitting a combined degree proposal, a timeline for program creation and submission as well as the current SUNY Central guidelines and SUNY College at Brockport guidelines for combined degree programs.

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fSenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
9/2004			

4. SUBMITTED BY: (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Dawn M. Jones	Mathematics	395-5174	djones@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

<i>Committee</i>	<i>Forwarded To</i>	<i>Date</i>	
<input type="checkbox"/> Enrollment Policies <input type="checkbox"/> General Education <input checked="" type="checkbox"/> Graduate Curriculum <input type="checkbox"/> Personnel Policies <input type="checkbox"/> Student Policies <input checked="" type="checkbox"/> Undergraduate Curriculum	Committee Chair	9/2004	
	Executive Committee	12/6/04	
	Senate Floor	12/13/04	
	College President	12/13/04	

*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

A Guide for Combined Undergraduate and Graduate Program Proposals

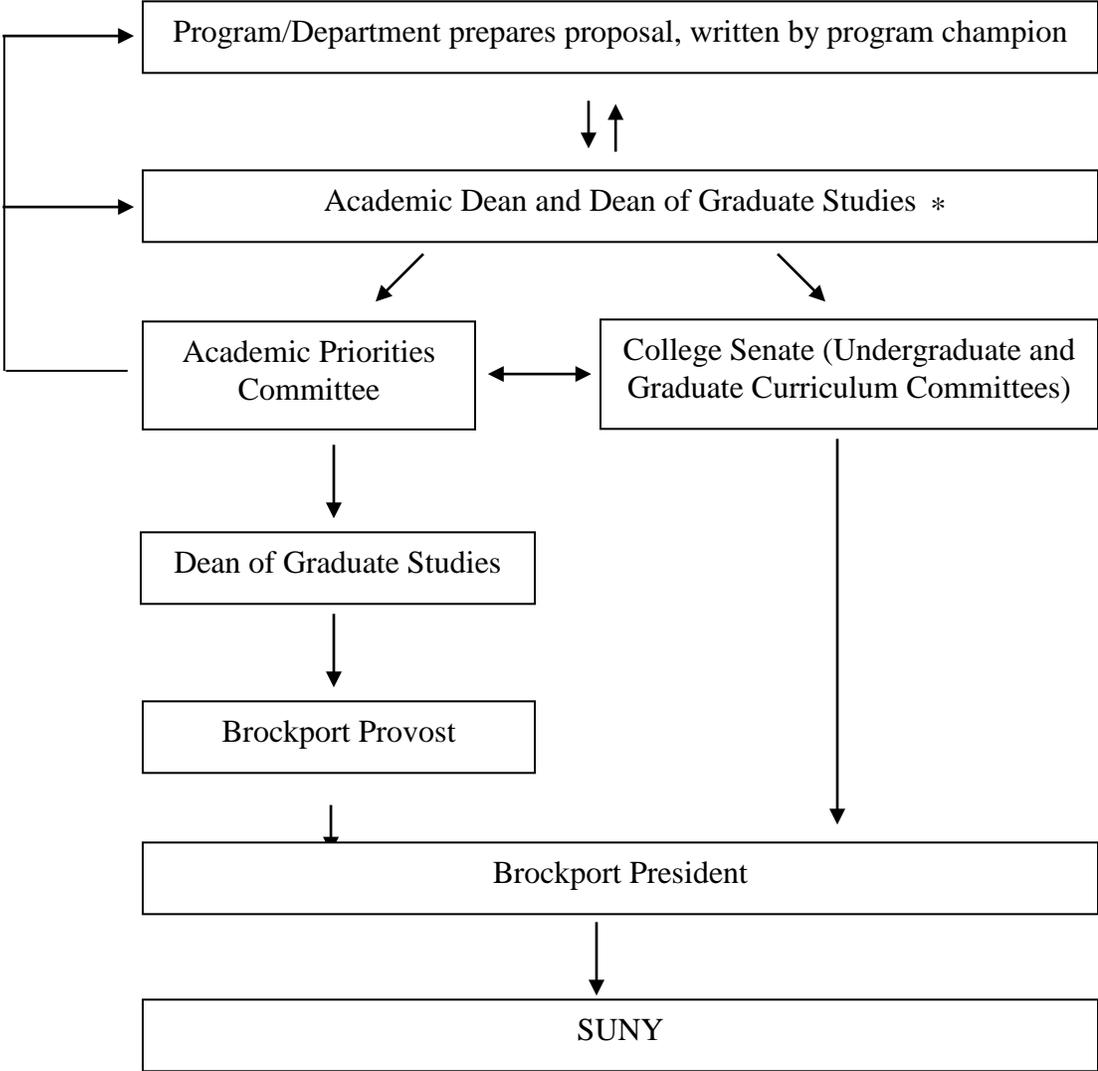
The following guidelines have been formulated for the purpose of helping anyone who is interested in developing a combined degree program proposal. There is a cover sheet that must be submitted with any Faculty Senate Proposal, that is available from the College Senate website, www.brockport.edu/collegesenate.

After submission to the College Senate the proposal will be reviewed by the Undergraduate Curriculum and Policies Committee, the Graduate Curriculum and Policies Committee, or by a subcommittee consisting of members of both Curriculum Committees. The proposal will also be reviewed by the Academic Priorities Committee, the Executive Committee and then voted on by the College Senate at Large. Please refer to the following flow chart for a better understanding of the full process for program approval, both as it occurs on and off the SUNY Brockport campus.

This guide contains the following:

- Flowchart for Program development
- Template for the combined program
- SUNY System Administration Guidelines concerning Combined Degree Programs
- SUNY Brockport Guidelines concerning Combined Degree Programs (As given in the 1997 Faculty Senate Resolution)
- Addendum to the 1997 Resolution part 5 (see page 6) – change noted in *italics*

To earn the master's degree component of a combined degree program, students must complete a minimum of 138 credits, of which at least 30 must be graduate credits, 12 credits of which may be counted as per item #4, identified as part of that five-year program, and must meet all college requirements outlined in the Graduate Catalog.



* In consultation with Financial Aid Registrar and Graduate Admissions

SUNY COLLEGE AT BROCKPORT
PROGRAM PROPOSAL
COMBINED _____DEGREE PROGRAM:
Undergraduate Program Title / Graduate Program Title

1. Proposed Program Title:
2. Programs to be combined:
 - a. Name of Undergraduate program, HEGIS code, and SED code
 - b. Name of Graduate Program, HEGIS code, and SED code
3. Curriculum of Existing and Proposed Programs (Table including total credits)
4. Requirements
 - a. Admission: to combined program (This often occurs at the rising junior stage of a student's degree progress.)
 - b. Progression: Expectations
 1. Standards of Academic progress in combined program
 2. Exit from program and choices to be given to students who elect to not complete the program (fallback position)
 - c. Required Courses
 - d. Elective Courses
 - e. Other requirements
 - f. Advising/ Plan of Study
 - g. Sample Schedule
5. Other Items
 - a. A rationale for the combined program including a mission statement
 - b. Evidence of quality/demand
 - c. Description of new courses (including syllabi and instructor credentials.)
6. Academic Administration commentary
 - a. Letter of review/comment from Dean of School(s)
 - b. Letter of review/comment from Department Chair(s)
 - c. Letter of review/comment from Dean of Graduate Studies
7. Resources, facilities, and non-teaching staff needed to implement the program
8. Letters of support from cooperating departments, agencies, institutions, etc. including a statement of probable/likely impact on departments
9. Drake Library resources and other support services
 - a. Statement of review and comment from Drake Library
 - b. Statement of review and comment from Information Technology Systems and Networking Services
10. Competition the program has from other Rochester area colleges.

SUNY Guidelines concerning Combined Degree Programs:

Since the combined Bachelor's /Master's program require separate registration, specific proposals must be submitted for each combined degree program. Even if the proposed combined degree program is composed of one or more previously registered program, the materials below must be submitted.

1. Program title and suggested HEGIS code number for the combined degree program.
2. Title and program code numbers of the currently registered programs that are to be combined.
3. Display clearly in tabular format the existing program juxtaposed with the combined program.
4. General Requirements for program completion (total credit hours in major, in a second field, in liberal arts, etc.).
5. Specific program requirements:
 - a. Limitations imposed on admission to combined degree program in order to restrict to those students with exceptional academic records. Include description of admission requirements, and administrative approval.
 - b. List all of the required courses, showing number of credits whether graduate or undergraduate, when and how often offered.
 - c. Indicate the number of undergraduate and graduate elective courses required.
 - d. Indicate the number of semesters of full-time study required for program completion at the undergraduate and graduate levels.
 - e. State all other program requirements such as thesis, comprehensive examination, field experience, project and residence.
 - f. Describe the means by which program quality at both degree levels is assured in spite of time-shortened aspect of the program.

Source: SUNY System Administration Program Review Division

<http://www.sysadm.suny.edu/provost/programreview/index.html>

**SUNY Brockport Guidelines concerning Combined Degree Programs:
(1997 Faculty Senate Resolution)**

1. Students are classified as undergraduates until they complete 120 credits, complete all baccalaureate requirements, and file for graduation. A student in the combined baccalaureate/masters degree program may not take more than a total of 21 graduate credits while classified as an undergraduate.
2. To earn the baccalaureate degree component of a combined degree program, students must complete 120 credits of approved study and meet all college requirements outlined in the Undergraduate Catalog.
3. Students formally accepted as candidates for a combined five-year undergraduate/graduate degree program may be allowed to register for graduate course after the completion of 90 credit hours.
4. Students formally accepted as candidates for a combined five-year undergraduate/graduate degree program may apply for a maximum of 12 graduate credits specifically identified as part of that combined five-year program to both the undergraduate and the graduate degree.
5. To earn the master's degree component of a combined degree program, students must complete a minimum of 138 credits, of which at least 30 must be graduate credits identified as part of that five-year program, and must meet all college requirements outlined in the Graduate Catalog.