Graduate Requirements in 400/500 Level Courses

The College at Brockport, College Senate
Resolution #19
2004-2005
COLLEGE SENATE

SUNY BROCKPORT
College Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(585) 395-2586 (Fax) 395-2246

TO: Dr. John B. Clark, Interim College President
FROM: The Faculty Senate Meeting on: April 18, 2005
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Graduate Requirements in 400/500 Level Courses (#27 04-05 CG)

Signed: Dawn M. Jones Date: April 20, 2005
(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: 4/1/05
   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
DISTRIBUTED BY PROVOST'S OFFICE TO: Dean's Council
DISTRIBUTED ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: John B. Clark Date: 4/28/05
(Dr. John B. Clark, Interim College President, SUNY College at Brockport)
RESOLUTION PROPOSAL COVER PAGE

DEADLINE FOR SUBMISSIONS: FEBRUARY 23 - Proposals received after the 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.

Graduate requirements in 400/500 level courses

2. BRIEF DESCRIPTION OF PROPOSAL:
Formally established existing policy for graduate requirements in “swing” courses.

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.

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<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<tr>
<td>2/24/05</td>
<td>3/31/05</td>
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4. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>J. Lloyd</td>
<td>Interim Dean of Graduate Studies</td>
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5. COMMITTEES TO COPY: (Senate office use only)

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<thead>
<tr>
<th>Standing Committee</th>
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<th>Date</th>
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<tr>
<td>Enrollment Planning &amp; Policies</td>
<td>Committee Chair</td>
<td>3/2/05</td>
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<tr>
<td>Faculty &amp; Professional Staff Policies</td>
<td>Executive Committee</td>
<td>3/28/05 (change requested)</td>
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<tr>
<td>General Education &amp; Curriculum Policies</td>
<td>Senate Floor</td>
<td>4/4/05 (upon EC approval)</td>
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<td>Graduate Curriculum &amp; Policies</td>
<td>College President</td>
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<td>Student Policies</td>
<td>Other</td>
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<td>Undergraduate Curriculum &amp; Policies</td>
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*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)*
POLICY ON GRADUATE REQUIREMENTS IN 400/500 LEVEL COURSES

Rationale
From time to time undergraduate and graduate students take courses together. In these courses (called “swing” courses at SUNY Brockport) sound educational policy would presume a clear differentiation between the requirements for undergraduates and graduates in such courses. This differentiation may extend to the amount of reading material assigned, the number, length, scope and sophistication of writing assignments, grade distributions, or other characteristics of the course. The purpose of the proposed policy is to mandate that this differentiation is present and is made explicit by the course instructor via the syllabus, and that when proposed, such courses be reviewed and endorsed (for graduate credit purposes) by the Dean of Graduate Studies.

Policy
1. Proposals and syllabi for courses listed at both 400 and 500 level (“swing” courses) and therefore enrolling both undergraduates and graduate students must include a clear and explicit statement of the requirements for graduate students. These must include:
   a. additional and/or distinct readings or other suitable tasks at the graduate level
   b. distinct assignments for graduate students
   c. a grading policy for graduate students at a level of rigor consonant with the graduate level course designation.
2. All proposals for new graduate courses, including 400/500 courses, must be approved for graduate credit purposes first by the Dean of Graduate Studies and then by the appropriate school dean, who will ensure that they conform to this policy.