

4-18-2005

## Graduate Requirements in 400/500 Level Courses

The College at Brockport, College Senate

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**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

**Resolution # 19  
2004-2005  
COLLEGE SENATE**

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 GC)**

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: 4/28/05  
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)

COLLEGE SENATE OFFICE

ROUTING NUMBER*	#27 04-05 GC
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# RESOLUTION PROPOSAL COVER PAGE

NUMBER TO BE ASSIGNED BY SENATE OFFICE

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](mailto:facprez@brockport.edu), [fsenate@brockport.edu](mailto: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](mailto:fsenate@brockport.edu).

First Submission	Updated on	Updated on	Updated on
2/24/05	3/31/05		

## 4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
J. Lloyd	Interim Dean of Graduate Studies		

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

Standing Committee	Forwarded To	Date
<input type="checkbox"/> Enrollment Planning & Policies	Committee Chair	3/2/05
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	3/28/05 ( <i>change requested</i> )
<input type="checkbox"/> General Education & Curriculum Policies	Senate Floor	4/4/05 ( <i>upon EC approval</i> )
<input checked="" type="checkbox"/> Graduate Curriculum & Policies	College President	4/19/05
<input type="checkbox"/> Student Policies	Other	
<input type="checkbox"/> Undergraduate Curriculum & Policies		

\*(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.