

1-30-2017

# Change the number of credits required to declare the Bachelor of Liberal Studies Major from 60 to 54

The College at Brockport, College Senate

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 brockport.edu/collegesenate

Resolution #03 2016-2017  
 College Senate

Supersedes Res #: \_\_\_\_\_



TO: Dr. Heidi Macpherson, College President

FROM: The College Senate: 11/28/16

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

SUBJ: **Change the number of credits required to declare the Bachelor of Liberal Studies Major from 60 to 54 (#06\_16-17SP)**

Signed: *[Signature]* Date: 01/12/2017  
*(Sharon Lubkemann Allen, 2016-17 College Senate President)*

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sharon Lubkemann Allen, College Senate President

FROM: Dr. Heidi Macpherson, College President

- RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
- a. Accepted - Implementation Effective Date\*\*: Immediately  
 \*\*Implementation of resolution requires final approval from SUNY- State Education Department. YES  NO
  - 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:

Signed: *[Signature]* Date: 1/30/17  
*(Dr. Heidi Macpherson, President, The College at Brockport)*

**DISTRIBUTION:**

Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE  
RESOLUTION PROPOSAL COVER PAGE  
DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

<b>Routing Number</b> <i>Routing # assigned by Senate Office 2014-2015</i>	06_16-17SP <i>Use routing number and title in all reference to this proposal.</i>
<b>This Proposal Replaces Resolution</b>	

**INSTRUCTIONS**

- Use committee guidelines available at [brockport.edu/collegesenate/proposal.html](http://brockport.edu/collegesenate/proposal.html).
- Prepare ONE complete document in **Word format**: include this proposal cover page, proposal, attachments and support letters from your department chair and dean if applicable.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to [senate@brockport.edu](mailto:senate@brockport.edu). (General Education Proposals and questions go to [diamphro@brockport.edu](mailto:diamphro@brockport.edu) in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to [senate@brockport.edu](mailto:senate@brockport.edu).
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Change the number of credits required to declare the Bachelor of Liberal Studies Major from 60 to 54

2. **BRIEF DESCRIPTION OF PROPOSAL:**

The current resolution requires students to have 60 credits in order to declare this major. These students are generally Undeclared until they hit the 60 credit mark. If a student is receiving Financial Aid, they must have a major declared by the time they have earned 54 credits in order to receive their aid.

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? \_XX\_ NO \_\_\_ YES** EXPLAIN  
YES

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

5. **HOW WILL THIS AFFECT TRANSFER STUDENTS:**

Will allow incoming transfers to declare the major at time of Admission if they have 54 or more credits.

6. **ANTICIPATED EFFECTIVE DATE:**

Spring 2016

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
9/12/16			

8. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>Deb Birkins</i>	<i>Academic Advisement</i>	<i>X2711</i>	<i>dbirkins@brockport.edu</i>

9. **COMMITTEES: (Senate office use only)**

<b>Standing Committee</b>	<b>Forwarded To</b>	<b>Dates Forwarded</b>
<input type="checkbox"/> Executive Committee	<b>Standing Committee</b>	9/27/16
<input type="checkbox"/> Enrollment Planning & Policies	<b>Executive Committee</b>	10/24/16, 11/7/16
<input type="checkbox"/> Faculty & Professional Staff Policies	<b>Senate</b>	11/14/16, 11/28/16
<input type="checkbox"/> General Education & Curriculum Policies	<b>Passed GED's go to Vice Provost</b>	
<input type="checkbox"/> Graduate Curriculum & Policies	<b>College President</b>	1/12/17
<input checked="" type="checkbox"/> Student Policies	<b>OTHER</b>	1/30/17
<input type="checkbox"/> Undergraduate Curriculum & Policies	<b>REJECTED -WITHDRAWN</b>	

NOTES: APPROVED 11/28/16 RES #03

**Here is the link to the Higher Education Services Corporation Declaration of a Major regulation.**

<https://www.hesc.ny.gov/tap-coach/34-declaration-major-deferred-major.html>

**Here is the actual regulation:**

Education Law Section 661 requires a student to be matriculated in an approved program (major) to be eligible for State student financial aid (includes TAP and all grants and scholarships enumerated in Articles 13 and 14 of the Law). Although a strict interpretation would require students to be enrolled in an approved program from their first semester to be eligible for aid, the State agencies involved with student aid have agreed that students enrolled in two-year or four-year degree programs can defer declaring a major and still be eligible. This agreement was reached based on the understanding that in their first and second years, students generally take courses that are applicable to a number of approved programs at the institution.

Students enrolled in two-year academic programs leading to associate degrees must declare a major no later than within 30 days of the end of the institution's add/drop period in the first term of their sophomore year. Students enrolled in four-year academic programs leading to baccalaureate degrees must declare a major no later than within 30 days of the institution's add/drop period in the first term of their junior year.

Declaration of a Major (Deferred Major)

**Brockport defines junior status as 54 or more credits. Hence students who have Junior Status without a declared major, would not be eligible for TAP and the SUNY Tuition Credit if we keep our current policy of making Bachelor of Liberal Studies students have 60 credits before they are eligible to declare that major.**

**This policy is proposing to change the number of credits needed to declare a major in a Bachelor of Liberal Studies from 60 credits to 54 credits. This change will allow students to continue to be eligible for TAP and the SUNY tuition credit provided they meet the other eligibility criteria.**

**I have included an email from Dr. Eileen Daniel supporting this change. Dr. Daniel currently coordinates the BLS program. The quality is a poor but I have the original email if needed.**

**Birkins, Deb**

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**From:** Daniel, Eileen  
**Sent:** Monday, September 12, 2016 9:21 AM  
**To:** Birkins, Deb  
**Subject:** RE: BLS credit change

Deb,  
I am willing to accept students into the program with 54 rather than 60 credits.  
Eileen

Dr. Eileen Daniel  
Professor and Vice Provost  
Division of Academic Affairs  
College at Brockport SUNY  
618 Alan Administration  
Brockport, NY 14420  
Phone: 585.395.5505  
Fax: 585.395.2008

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**From:** Birkins, Deb  
**Sent:** Saturday, September 10, 2016 12:54 PM  
**To:** Daniel, Eileen <[edaniel@brockport.edu](mailto:edaniel@brockport.edu)>  
**Subject:** BLS credit change

Hi Eileen,

As the coordinator of this program, would you be willing to send me a short email in support of the attached proposal that I can add to the proposal. We talked about this over the summer and I would like to get it through senate now. I think it is a fairly simple one so I don't anticipate any issues.

I am asking Scott if there is any state or federal documentation of this requirement.

Thanks  
Deb

*Deb Birkins*

Director of  
Academic Advisement & Transition Services  
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