SECTION VIII
CURRICULAR POLICIES

This section concerns policies directly concerning the development and review of the curriculum including the creation of new courses and programs, alteration of the current curriculum, and state and local curriculum requirements (ABC-list, General Education). This section is maintained by the Office of the Provost and the College Senate Curriculum Committee.

VIII.A – DEGREE REQUIREMENTS

All degree programs must meet the following:

1) Credit Hour Requirements (Section VIII.A.1)
2) Transferability Requirements (Section VIII.A.2)
3) Liberal Arts and Sciences Requirements (Section VIII.A.3)
4) General Education Requirements (Section VIII.A.4)

Credit hour requirements and liberal arts and sciences requirements are set by the New York State Board of Education (NYSED). Transferability and general education requirements are set by the Board of Trustees of the State University of New York (SUNY).

VIII.A.1 – Credit Hour Requirements

VIII.A.1.a – Requirements for Associate and Bachelor Degrees.

A minimum and maximum number of credit hours have been established by NYSED for each degree type. Associate degrees should have a minimum of 60 credit hours and a maximum of 64 credit hours. Bachelor degrees should have a minimum of 120 credit hours, maximum of 126 credit hours. To facilitate student degree completion, SUNY strongly recommends designing programs so students can complete them in two or four years of full-time study. Degrees not meeting these guidelines need to seek a waiver from SUNY administration.

VIII.A.1.b – Additional Requirements for Bachelor Degrees

SUNY requires that all Bachelor degree programs must have at least 45 credit hours of upper-division courses (i.e., those at 300-level or above), with 24 credit hours of upper-division courses in the major.

VIII.A.2 – Transferability Requirements

To maximize the ability of students to transfer between programs and between SUNY colleges, the following transferability requirements have been developed by SUNY. Transfer paths have been developed in consultation with faculty across the system and are subject to change based on faculty review at the system level. Pathways can be found by searching for them on the suny.edu website. Not all programs have a transfer path.

VIII.A.2.a – Associate Degree Programs

For Associate of Arts and Associate of Sciences degrees where a transfer path exists, a program must include the core courses as laid out in the transfer paths. These courses have been set by system-wide faculty consultation and have been designated as core courses. The pathway will insure students will have the ability to transfer into a similar program at another SUNY college and to complete a bachelor’s degree.

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in the same area in a reasonable time period, regardless of which institution at which they pursue the degree.

VIII.A.2.b – Bachelor Degree Programs

For Bachelor degrees where a transfer path exists, programs must include sufficient foundational courses in the first 60 credits of the degree as detailed in the transfer paths to enable students to transfer to and complete a similar program at another SUNY college in a reasonable time period.

Programs, especially unique programs such as those offering a bachelor of technology degree, may seek a waiver from SUNY for these requirements.

Bachelor’s degrees should be designed so the general education requirements can be completed in the first two years of the program.

VIII.A.3 – Liberal Arts and Sciences Requirements

VIII.A.3.a – Credit Hours Required

Liberal Arts and Sciences (LAS) courses are a key part of each degree program. They aim to provide all students, regardless of specialization, a broad education in college level writing, reading, and communications skills via courses in various liberal arts disciplines. Each type of degree has a minimum requirement for the number of credits hours required.

- Associate of Applied Science (A.A.S.) 20 credit hours
- Associate of Science (A.S.) 30 credit hours
- Associate of Arts (A.A.) 45 credit hours
- Bachelor of Technology (B.T.) 30 credit hours
- Bachelor of Business Administration (B.B.A.) 30 credit hours
- Bachelor of Science (B.S.) 60 credit hours

For degrees requiring 30 credit hours of LAS courses, the program should simply meet the general education requirements laid out in VIII.A.4 below. This will fulfill both requirements.

For degrees requiring under 30 credit hours of LAS courses, the program should meet general education requirements (VIII.A.4) in basic communications plus four other areas, as determined by faculty in the discipline, for a total of 20 credit hours. Programs are encouraged to meet requirements in mathematics, natural science, social science, and humanities.

For degrees requiring over 30 credit hours of LAS courses, the program should meet the general education requirements (VIII.A.4) and draw additional courses from among the general education courses to fill out the LAS requirements. The general education lists represent all available LAS courses.

To facilitate transferability and student completion as well as to simplify course scheduling, it is suggested that programs avoid designating specific courses to fulfill LAS requirements. It is best to leave students a variety of choices. This is also in-line with the spirit of the LAS requirements which is to provide students with a breadth of knowledge to supplement the major focus of their degree.

VIII.A.3.b – Liberal Arts and Sciences Courses

NYSED lays out the following definition of LAS courses in their Policy Statement on Liberal Arts and
The liberal arts and sciences comprise the disciplines of the humanities, natural sciences and mathematics, and social sciences.

Examples of course types that are considered within the liberal arts and sciences:

**Humanities**
- English—composition, creative writing, history of language, journalism, linguistics, literature, literature in translation, playwriting
- Fine arts—art appreciation, history or theory
- Foreign languages—composition, conversation, grammar, history of the language, literature of the language, reading, translation studies
- Music—music appreciation, history or theory
- Philosophy—comparative philosophy, history of philosophy, logic, schools of philosophy
- Religion—comparative religion, history of religion
- Theater—dramatic interpretation, dramatic literature, dramaturgy, history of drama, playwriting

**Natural Sciences and Mathematics**
- Natural sciences—anatomy and physiology, biology, chemistry, earth science, geology, physics, zoology
- Mathematics—calculus, mathematical theory, statistics
- Computer Science—broad survey/theory courses

**Social sciences**
- Anthropology, cultural studies, economics, geography, government, history, political science, psychology, sociology
- Criminal justice—introductory and broad survey courses
- Communications—interpersonal communication, mass communication, public speaking, speech and rhetoric

Examples of course types that are not considered within the liberal arts and sciences:

- Agriculture
- Business—administration, finance, human resources, management, marketing, production
- Computer applications (e.g., word processing, database, spreadsheet), programming (e.g., specific languages)
- Health and physical education
- Home economics
- Education and teaching methods
- Library science

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SUNY has defined ten areas and two competencies as part of the General Education requirements for all SUNY degrees. SUNY General Education requirements are designed to provide students a basic core of courses emphasizing citizenship, tolerance, and self-understanding through exposing students to multiple perspectives and points of views. The outcomes of these requirements overlap with the liberal arts and sciences (LAS) requirements and as such, provide students with an exposure to the disciplines of mathematics and science, the social sciences, and the arts and humanities. The General Education requirements in concert with the LAS requirements provide students with opportunity to learn how to learn, while developing skills in critical thinking, speaking, reading, and writing.

SUNY guidelines call for the completion of all general education requirements in all Associate of Arts and Associate of Science degrees. In addition, all Bachelor degree programs should be designed so that students can complete the general education requirements in the first two years of the program. This is to ensure maximum transferability with the SUNY system for our students.

VIII.A.4.a – General Education Requirements

All Associate of Arts and Associate of Science degrees as well as all Bachelor degree programs are required to complete the following:

- 30 credit hours of general education courses in seven of the ten SUNY general education areas.
- Of the seven areas completed, two must be mathematics and basic communications with natural science, social science, and humanities strongly encouraged in order to give students maximum flexibility in transferring.
- Bachelor degrees should be designed so the general education requirements can be completed in the first two years of the program.

VIII.A.4.b – General Education Areas and SUNY Learning Outcomes

Area 1 – MATHEMATICS

Students will demonstrate the ability to:

• interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics;
• represent mathematical information symbolically, visually, numerically and verbally;

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• employ quantitative methods such as, arithmetic, algebra, geometry, or statistics to solve problems;
• estimate and check mathematical results for reasonableness; and
• recognize the limits of mathematical and statistical methods.

Area 2 – BASIC COMMUNICATION

Students will:

• produce coherent texts within common college-level written forms;
• demonstrate the ability to revise and improve such texts;
• research a topic, develop an argument, and organize supporting details;
• develop proficiency in oral discourse; and
• evaluate an oral presentation according to established criteria.

Area 3 – HUMANITIES

Students will demonstrate:

• knowledge of the conventions and methods of at least one of the humanities in addition to those encompassed by other knowledge areas required by the General Education program.

Area 4 – THE ARTS

Students will demonstrate:

• understanding of at least one principal form of artistic expression and the creative process inherent therein.

Area 5 – FOREIGN LANGUAGE

Students will demonstrate:

• basic proficiency in the understanding and use of a foreign language; and
• knowledge of the distinctive features of culture(s) associated with the language they are studying.

Area 6 – NATURAL SCIENCES

Students will demonstrate:

• understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis; and
• application of scientific data, concepts, and models in one of the natural sciences.

Area 7 – SOCIAL SCIENCES

Students will demonstrate:

• understanding of the methods social scientists use to explore social phenomena, including
observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis; and
• knowledge of major concepts, models and issues of at least one discipline in the social sciences.

Area 8 – AMERICAN HISTORY

Students will demonstrate:

• knowledge of a basic narrative of American history: political, economic, social, and cultural, including knowledge of unity and diversity in American society;
• knowledge of common institutions in American society and how they have affected different groups; and
• understanding of America's evolving relationship with the rest of the world.

Area 9 – WESTERN CIVILIZATION

Students will:

• demonstrate knowledge of the development of the distinctive features of the history, institutions, economy, society, culture, etc., of Western civilization; and
• relate the development of Western civilization to that of other regions of the world.

Area 10 – OTHER WORLD CIVILIZATIONS

Students will demonstrate:

• knowledge of either a broad outline of world history, or
• the distinctive features of the history, institutions, economy, society, culture, etc., of one non-Western civilization.

VIII.A.4.c – General Education Competencies and SUNY Learning Outcomes

The following two competencies should be infused throughout any degree program. Measurement and evaluation of these at Morrisville State College is relegated to each degree program. Each program will assess these areas as part of the program review process.

CRITICAL THINKING (REASONING)

Students will:

• identify, analyze, and evaluate arguments as they occur in their own or others' work; and
• develop well-reasoned arguments.

INFORMATION MANAGEMENT

Students will:

• perform the basic operations of personal computer use;
• understand and use basic research techniques; and
• locate, evaluate and synthesize information from a variety of sources.

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VIII.A.4.d – Modifying the List of General Education Courses

The list of general education courses consists of all available Liberal Arts and Sciences (LAS) courses on campus. Thus, special care needs to be taken that the courses on the list not only meet general education outcomes, but also that these courses are LAS courses as defined by the New York State Board of Education. To this end, the following processes and definitions have been created to add to or edit the list of courses that qualify for each of the ten general education areas.

To be included on one of the ten general education lists, a courses must meet the following criteria:

1) It must meet the definition of a liberal arts and sciences course.
2) It must meet a general education outcome in one of the ten areas or have a prerequisite that meets that outcome.
3) The course should be open to all students meeting the course prerequisites and should not be limited in any way to students of a particular major or program nor bar student enrollment based on factors other than course perquisites. (class rank, permission of instructor only, etc.) Such limits are not consistent with the spirit of general education courses.
4) In addition to approval through the standard course approval process, new courses that seek to be added to the list must also be approved by the appropriate liberal arts and sciences faculty as follows:

Approving Courses in Area 1

These requirements affect all courses that meet the Mathematics (Area 1) general education category.

All courses on this list must be approved by the faculty of the Department of Mathematics and Computer Science.

Approving Courses in Areas 2 through 5.

These requirements affect all courses that meet the Basic Communication (Area 2), Humanities (Area 3), The Arts (Area 4), and Foreign Language (Area 5) general education categories.

All courses on this list must be approved by Department of Humanities.

Approving Courses in Area 6.

These requirements affect all courses that meet the Natural Sciences (Area 6) general education category.

All courses on this list must be approved by an interschool committee consisting of an equal number of faculty from both the School of Agriculture, Sustainability, Business, and Entrepreneurship and the School of Science, Technology, and Health Sciences. Faculty will be chosen by the deans in consultation with the faculty of the appropriate departments. This committee may be formed as needed.

Approving Courses in Areas 7 through 10.

These requirements affect all courses that meet the Social Sciences (Area 7), American History (Area 8), Western Civilization (Area 9), and Other World Civilization (Area 10) general education categories.

All courses on this list must be approved by Department of Social Science.

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VIII.B – MINORS, OPTIONS, AND CONCENTRATIONS

The form for proposing minors, options, and concentrations is located on the curriculum committee web page (www.morrisville.edu/CollegeSenate). Proposals will be approved through the standard course/program approval process.

VIII.B.1 – Minors

Minors are available to Bachelor degree students only.

VIII.B.1.a – Credit Hours

A Minor is defined as a collection of related courses composed of at least 15 credits, with at least 6 credits in upper division classes.

VIII.B.1.b – Approval

Proposals for the creation of a minor must be approved by all areas involved in offering courses in the proposed minor. Minors require only local approval.

VIII.B.2 – Options

Options are available for all Bachelor and Associate degree programs and consist of a set of courses within a particular major program.

VIII.B.2.a – Credit Hours

Options are a grouping of courses, typically 12 credits for a 4-year program and 6 credits for a 2-year program. Choosing an option is required. Once a student has chosen an option, these courses become required for program completion.

VIII.B.2.b – Approval

Options are created by the area overseeing the program. Proposals for the creation of an option must be approved by all areas involved in offering courses in the proposed option. SUNY form 3A must also be completed and approved. Options developed after state approval of the program are significant changes to the program which will require off-campus approval.

VIII.B.3 – Concentrations

VIII.B.3.a – Credit Hours

Concentrations are available for all Bachelor and Associate degree programs and consist of a set of courses within a particular major program. Options are a grouping of courses, typically 9 to 12 credits for a 4-year program and 6 to 9 credits for a 2-year program. Choosing a concentration
with a degree program is optional for the student.

VIII.B.3.b - Approval

Concentrations are created by the area overseeing the program. Proposals for the creation of a concentration must be approved by all areas involved in offering courses in the proposed concentration. SUNY form 3A must be completed and approved. Concentrations developed after the approval of the program are significant changes to the program which will require off-campus approval.

VIII.C – COURSE LIMITS FOR DEGREES

VIII.C.1 – PHED Courses

A student may earn Physical Education credit by participating in the intercollegiate athletic program at Morrisville State College. Students are scheduled into these course sections by the registrar’s office from lists submitted by the director of athletics at the beginning of each term. All physical education courses will be graded S (satisfactory) or F (failing) and will not be calculated in the cumulative grade point average. A maximum of four (4) hours of physical education credits can be applied towards degree requirements.

The registrar’s office shall submit a list to each dean and faculty advisor including information regarding credit load and conditional semester status prior to the athletic and music credits being added to the student’s schedules.

VIII.C.2 – Music Ensemble

A student may also receive credit for participating in music ensemble. The Ensemble Director shall provide a list of ensemble participants to the Registrar at the beginning of each term. The Registrar enters the students into a one (1) credit ensemble course as shown below. A student must be entered into a different ensemble course each term. A student cannot receive credit more than one time for the same course.

| First Ensemble | MUSI 150 |
| Second Ensemble | MUSI 155 |
| Third Ensemble | MUSI 160 |
| Fourth Ensemble | MUSI 165 |

The registrar’s office shall submit a list to each dean and faculty advisor including information regarding credit load and conditional semester status prior to the athletic and music credits being added to the student’s schedules.

VIII.C.3 – Imputed Credit Course

Imputed credit courses are courses that do not count as credit towards graduation.

The list of courses meeting these areas can be found in the Morrisville State College Catalog.

VIII.C.4 – Special Project Courses

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No more than 3 credits of special project courses may count towards an associate degree. A bachelor’s degree may include 3 additional upper-level (300/400) project credits, for a total of six credits.

**VIII.D. CURRICULAR CHANGE PROCEDURES**

**Procedures for Course Approvals and Deletions**

1. The initiator of a new course will complete the course proposal form and submit a course outline, which will include the course description as it will appear in the college catalog, a topical outline, and measurable course outcomes, suitable to the level of the course. In this process the School Dean will act as a resource and an editor, and serve as the first step in the approval process. In addition, the dean will prepare a justification for the course. These materials are to be forwarded to the Vice President for Academic Affairs who will schedule a discussion of the course at a subsequent Academic Council meeting and Academic Affairs committee meeting.

2. In the case of a course granting credit in more than one school the recommendations of all affected schools/departments must be obtained and the appropriate School Dean’s signature affixed to the Course Approval Form. One School Dean (usually of the initiating school) will be designated as having prime responsibility for the course and modifications of it.

3. For courses in specific academic areas which will normally enroll students from other schools, the initiating School Dean must show evidence of consultation with the affected school faculty / Deans.

4. Copies of the above materials will be sent to the Academic Affairs Committee. Committee reaction will be reported to the Vice President for Academic Affairs within a specified time period.

5. A favorable recommendation for a course will be signified by a plurality vote of the present Academic Council.

6. Final approval will rest with the Vice President for Academic Affairs.
Draft Proposal

Proposal to Chair/Department

Proposal to Dean

Proposal to Provost

Proposal to Academic Affairs Committee & Academic Council

Final Approval by Provost

Consult with affected departments, courses, faculty, facilities

Consult with Library

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VIII.E. AWARDING OF DUAL MAJOR/DUAL DEGREE POLICY

Morrisville State College will award dual degrees if two degrees of the same type are sought, i.e., two A.S. degrees, then one diploma with two majors will be granted. If two degrees of different types are sought, i.e., an A.A. degree and an A.S. degree, then two separate diplomas will be granted, assuming in both cases that all program requirements are met in both areas. Conferral of a second degree “should be reserved as a means of recognizing competency in two essentially different areas” (NYS Education Dept. September 10, 1971).

1. This policy applies to the associate level only.
2. More than four semesters of work must be presented.
3. The cumulative number of semester credit hours must be 80 or greater.
4. All program requirements, whether for a dual degree or a dual major, must be satisfactorily met, as approved by the department chair or program coordinator in each program area.
5. Students must meet Morrisville State College residency requirements. In addition, certain programs may require students to take certain courses in residence at Morrisville to satisfy program requirements.
6. Dual degree/major agreements must be submitted no later than the beginning of the student’s fourth semester. (Or equivalently, the completion of 48 credits).
7. Dual degrees/majors will require approval of the relevant faculty, Deans and the Vice President for Academic Affairs. Requests for approval should be made on the appropriate Dual Degree/Major Agreement form.
8. Individual Studies may not be used as a dual degree or a dual major.

To obtain an additional degree, the student must comply with Morrisville’s statute of limitations on degree completion. That is, degree requirements may be satisfied by taking courses within a seven (7) year period after initial matriculation at Morrisville. The courses that are to be applied to the degree requirements of the additional degree shall have prior approval by the appropriate Academic Dean.

A student not completing the requirements for an additional degree within the seven-year period may have to enroll in additional course work due to changes in the curriculum. This determination shall be made by the Academic Dean in consultation with appropriate faculty.

The awarding of an additional, consecutive degree is allowed provided that the significant requirements for both degrees have been satisfied in each program and that a significant amount of course work has been completed beyond that of the initial degree. Without being overly specific, a significant amount of additional course work should be 30 or more credit hours taken at Morrisville which, in most instances, requires an additional year of study.