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ACADEMIC PROGRAMS ROUTING FORM

New Program _____

Revised Program X

Program Announcement/Letter of Intent must be previously submitted

Complete instructions for the use of this form are provided on the reverse side. If you have any questions, please contact the Office of Academic Affairs at extension 2232.

PART I: To be completed by Department. After completing Part I, forward form to the appropriate Dean. Note - if academic program is in the School of Education, form is sent to the Faculty Council Chair for endorsement before going to the Dean's office.

New programs must submit a writing plan, oral competency plan, critical thinking infusion and assessment plan, and a computer and information literacy infusion plan to the General Education Council for review and approval.

Revised programs need to indicate if the proposed revision will have an effect on one or more of the plans listed above:

Yes _____ No X (Not applicable to minors) If so, submit the revised plan to the General Education Council for review and approval.

Geology B.S.	116	9/2/21
New/Revised Program Name Scott Steiger	Major/Minor Code (revised programs) Justin Stroup	Date
Department/Program Chair Justin Stroup	Contact Person 9/2/21	
Curriculum/Program Representative	Date	

Required for School of Education/School of Business programs ONLY

Endorse concept: YES NO _____
Faculty Council/ Curriculum Chair's Signature **Date**

Part II: To be completed by the appropriate Dean (see reverse). After completing, forward form to the Provost.

Endorse YES NO _____
Dean's Signature **Date** 10/28/2021

Part III: To be completed by Provost (see reverse). After completing, forward form along with all attachments back to the Department.

Endorse YES NO _____
Provost's Signature **Date**

Part IV: See reverse for instructions. After completing Part IV, forward form to the Faculty Assembly Chair.

UNDERGRADUATE PROGRAMS

Endorse YES NO _____
Academic Policies Council Chair's Signature **Date**

Endorse YES NO _____
Priorities and Planning Council Chair's Signature **Date**

Endorse YES NO N/A _____
Gen Ed Council Chair's Signature **Date**

GRADUATE PROGRAMS

Endorse YES NO _____
Dean of Graduate Studies and Research's Signature **Date**

Endorse: YES NO _____
Graduate Council Chair's Signature **Date**

Endorse: YES NO _____
Priorities and Planning Council Chair's Signature **Date**

Part V: To be completed by Faculty Assembly Chair.

Approve: YES NO _____
Faculty Assembly Chair's Signature **Date**

Action taken: _____

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All new major program proposals must include all the forms and attachments required by SUNY Central Administration.

These are available at <http://system.suny.edu/academic-affairs/app/academic-program-planning/forms/> along with instructions on how they are to be completed.

All minor program proposals must include a completed Proposal for a Minor Program form.
This form is available through the Office of the Associate Provost.

All revised program proposals (major or minor) must include:

1. Side by side list of old and new program requirements
2. Rationale for each revision or addition
3. Changes in resources and rationale for changes

Instructions for completing the Academic Programs Routing Form

PART I - The sponsoring Department will start the process by completing Part I and forwarding the form, proposal, and attachments to the appropriate Dean. Note: If the academic program is within the School of Education, the Faculty Council Chair is required to endorse Part I before the Dean.

PART II - The Dean will signify endorsement of the concept by circling yes or no and forwarding the entire package to the Provost. Note: If the Dean does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsement will also be accepted.

PART III - The Provost will signify endorsement of the concept by circling yes or no and returning the entire package to the department. Note: If the Provost does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsement will also be accepted.

The Department may address any issues raised by the Dean/Provost before sending the proposal and form, along with the appropriate attachments and 10 copies, to the appropriate council (Academic Policies Council for undergraduate programs) or the Dean (Dean of Graduate Studies and Research for graduate programs). Simultaneously, the Department will send the proposal and form, along with the appropriate attachments and 10 copies, to the Priorities and Planning Council Chair.

PART IV - The Graduate Dean will signify endorsement of the concept by circling yes or no and should then send his/her copy of the form, along with the 10 copies of the proposal and appropriate attachments, to the Graduate Council Chair. The appropriate councils will be reviewing the proposal at the same time; therefore, any suggested changes or endorsements by the Academic Policies Council or the Graduate Council should be immediately relayed to Priorities and Planning Council (and vice versa). When done, the Chair of Academic Policies Council or Graduate Council should send the signed form to the Chair of Priorities and Planning. Once this process is complete, and all of the appropriate committees have endorsed the proposals, the Chair of the Priorities and Planning Council will notify the Faculty Assembly Chair and send along the copy of the signed routing form.

PART V - The Faculty Assembly Chair will notify the department/program and request 60 copies of the proposal (with attachments) for that governance process. Following approval of the proposal by Faculty Assembly, The Chair of Faculty Assembly will notify the department/program and send the proposal with attachments to the President. After approval by the President, the President will notify the department/program and the Chair of Faculty Assembly. The department/program must then send a final copy electronically to the Chair of Faculty Assembly.



OSWEGO
STATE UNIVERSITY OF NEW YORK

September 2, 2021

To Whom It May Concern,

Please find enclosed the "Program Revision Proposal: Creating New Program(s) from Existing Program(s), Form 3B". Here, we propose to split the "Geology Track II Environmental Earth Science" from the Geology Bachelor of Science degree (B.S.) into a separate major: Environmental Earth Science B.S. There will be no changes in curriculum or resources. The rationale behind the proposed change is: 1) both tracks within the Geology B.S. degree ("Geology Track I Geology" and "Geology Track II Environmental Earth Science") lead to the same degree but have significantly different compositions and focuses, serving different student populations and career trajectories; 2) it is necessary to distinguish the Geology B.S. to ensure a curriculum that meets State Board of Education standards for registration as a licensure-qualifying program. The path outlined by the existing Geology Track II Environmental Earth Science is not suitable for licensure but is an important pathway for education students or those wishing to seek careers in a more environmentally oriented field. The proposed creation of a new program from the existing tracks is needed to pursue registration of the Geology B.S. as a licensure-qualifying program. Once this step is completed, we will follow the established process from SUNY Oswego to SUNY Central to the State Board of Education for registration of the Geology B.S. as a licensure-qualifying program. This will help our students towards the critical step in meeting the requirements for professional practice in the field of Geology.

We have discussed this path forward, consulted a range of administrators at SUNY Oswego and SUNY Central and have the support of the Departments of Chemistry and Biology who each have courses involved (letters attached).

Please contact me if you have any questions regarding our proposal.

Sincerely,

Dr. Justin Stroup

Justin S. Stroup

Assistant Professor
Shineman 241
Dept. of Atmospheric and Geological Sciences
SUNY Oswego
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Section 2. Multi-Award and Multi-Institution Programs

Not a multi-award or multi-institution program. *Proceed to Section 3.*

Check one.

- This proposal is for a **multi-award program** that leads to two separate awards (e.g., A.S./B.A., B.S./M.S.). **Complete Section 2.1, below.** *NOTE: Such programs generally involve special admissions for students who have the capacity to complete all awards, curricular integration between the component programs, and shortened time to degree compared to taking the programs separately.*
- This proposal is for a **multi-institution program** (also called a “jointly registered program”) to be offered jointly by two or more institutions. **Complete Section 2.2 below.** *NOTE: Such programs involve a formal agreement between two or more institutions to offer courses leading to an award.*
- This proposal is for a **multi-institution, multi-award program** to be offered jointly by more two or more institutions and lead to two separate awards. **Provide a single, consolidated response that reflects all the items in Sections 2.1 and 2.2, below.**

Section 2.1. Multi-Award Programs

a) Check all SED-defined formats, mode and other program features that apply to the entire program.

Format(s): Day Evening Weekend Evening/Weekend Not Full-Time

Modes: Standard Independent Study External Accelerated Distance Education

*NOTE: If the program is designed to enable students to complete 50% or more of the course requirements through distance education, check Distance Education, see Section 10, and **append a Distance Education Format Proposal.***

Other: Bilingual Language Other Than English Upper Division Cooperative 4.5 year 5 year

b) List registered programs at the institution identified in Section 1 whose courses will contribute to this program. Add rows as needed.

Programs	Program Title	Award	SED Program Code
<i>Program 1</i>			
<i>Program 2</i>			

- c) List all the courses required for each existing program, and indicate which ones will be counted toward both awards.
- d) What is the length of time students will have to complete the proposed program?
- e) What are the admissions requirements for the new program, and how are they related to student success?
- f) Complete a *SUNY Program Schedule* to show how students will be able to schedule all required courses to complete the multi-award program.

Section 2.2. Multi-Institution Programs

All partner institutions are listed in Section 1, with CBO information and a signature for each partner.

a) Check all SED-defined formats, mode and other program features that apply to the entire program.

Format(s): Day Evening Weekend Evening/Weekend Not Full-Time

Modes: Standard Independent Study External Accelerated Distance Education

NOTE: If the program is designed to enable students to complete 50% or more of the course requirements through distance education, check Distance Education, see Section 10, and append a Distance Education Format Proposal

Other: Bilingual Language Other Than English Upper Division Cooperative 4.5 year 5 year

b) List all the courses required for the program, and indicate which ones will be completed at each institution.

c) Describe the administrative provisions for coordinating admissions, advisement and financial aid for the program between the two institutions.

d) Describe the program's policies governing residency requirements and tuition charges.

e) Explain any other special arrangements or requirements arising from the multi-institution nature of the program.

f) Complete a *SUNY Program Schedule* to show how students will be able to schedule all required courses to finish the program.

Section 3. New Program from Option/ Concentration/Track in an Existing Program

This section should be used to propose the creation of a new program from an option/concentration/track³ in existing, registered programs, which is sometimes called “disaggregation.”

The new program must be based entirely on existing courses from an option/concentration/track in a registered program.

A new program proposal (SUNY Form 2A or 2B) must be submitted – instead of this form – when:

- the new program will be offered at a different location than the campuses identified in Section 1, or
- a Master Plan Amendment is required for the new program, or
- one or more new courses will be added to the program at the same time, or
- there are changes to the program admissions, or
- there will be changes to the evaluation elements

Note: The institution can use this form (3B) to register a new program from an existing option/concentration/track, and make changes to it after it is registered by submitting Form 3A. As always, institutions can only advertise and offer a program *as it is currently registered*.

Section 3.1. Revision of Existing Program

Registered Program to be Changed	
Program Title:	Geology B.S.
SED Program Code	83372
Award(s) (e.g., A.A., B.S.):	B.S.
Number of Required Credits:	Minimum [] If tracks or options, largest minimum [77]
HEGIS Code:	1914
CIP 2010 Code:	40.0601
Effective Date of Change:	
Effective Date of Completion ⁴	

a) List all registered options/concentrations/tracks and indicate which, if any, will be removed.

The existing tracks within the Geology B.S. Degree are:

- 1) Geology Track I Geology Major
- 2) Geology Track II Environmental Earth Science

Geology Track II Environmental Earth Science will be removed from the Geology B.S. and converted to a separate degree “Environmental Earth Science B.S.”

³ SUNY System uses these terms interchangeably.

⁴ If the current program(s) must remain in its current form until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).

Section 3.2. Proposed New Program

- a) Describe the new program and the rationale for converting the existing coursework to a separately registered program. We propose to convert the "Geology Track II Environmental Earth Science" into a separate B.S. degree (Environmental Earth Science B.S.). This is necessary because both tracks lead to the same degree but have significantly different compositions and focuses. Track I is designed to provide students training for a geology-oriented career path and Track II is environmentally focused. 2) It is necessary to distinguish the Geology B.S. as described by Track I from Track II to ensure a curriculum that meets State Board of Education standards so that the Geology B.S. can be registered as a licensure-qualifying program.
- b) Affirm that the admissions standards and evaluation methods are unchanged from the currently registered program.
There will be no changes.
- c) Explain the expected impact of the new program on existing programs (enrollment, facilities, budget, faculty assignments, etc.)
There will be no changes in curriculum or resources. We anticipate no changes in enrollment. As degrees, the existing tracks will function as they do now.
- d) Describe adjustments the institution will make to its current resource allocations to support the new program.
No changes are needed.
- e) Complete a SUNY *Program Schedule*. If the new program has separate options/concentrations/tracks, complete a *Program Schedule* for each one.
- f) Complete a SUNY *Faculty Table* for all full-time, part-time, and faculty to be hired.

SUNY Undergraduate Program Schedule (*OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.*)