

Advisor Guidance for Plan Amendments and Transfer Equivalencies

The progress report is the degree audit and will organize the requirements for the degree. It applies requirements according to the dates of admission and declaration of major as listed in the college catalog. Changes to the information listed on the progress report can only be made through *Degree Works Progress Report Changes* in my.newpaltz.edu. In order for students to receive proper registration guidance, it is critical that the advisor update the progress report as soon as any discrepancies are identified to avoid financial aid issues, duplication of requirements and delay in degree conferral.

Plan Amendment			
Type	Use	Acceptable Application	Limitation(s)
Substitution	Replace one New Paltz course for another New Paltz course (including SAB*).	The substituted course captures the spirit of the original course requirements. Advisor should review evidence such as course description, student learning outcomes and/or syllabi to make this determination.	Substituted course does not act as prerequisite unless it is already the course prerequisite. The substituted course will not fulfill course attributes (GE, WI, DIVR) on the original course unless the substituted course has the same attributes.
Exception	Apply New Paltz course (including SAB*) in a category (e.g. required, elective, cognate), when there is no direct course substitution	The exception course captures the spirit of the major/minor category within a major/minor category Advisor should review course description, student learning outcomes and/or syllabi to make this determination.	Only Deans and Associate Deans can make an exception for a GE category.
Waiver (course)	Apply when student has met the course requirement in another way or a course is not needed	Advisors should have written department guidance on when it is appropriate to waive a course requirement to ensure consistency in application.	Waiving courses that are prerequisites will create the need for the student to obtain permission to take the requisite course.
Waiver (credit)	Apply when a major category (i.e. overall, required, elective) credit total is short after progress report changes are entered	Advisors should have written department guidance about when it is appropriate to waive major credits to ensure consistency in application. This request should be rare.	Limited to a maximum of 4 credits. A minimum of half of the credits earned in the major must be earned in residence. Cannot be applied to total degree credits. Students still must earn a minimum of 120 cr.

* SAB- study abroad

Transfer Equivalents			
Type	Use	Acceptable Application	Limitation(s)
Unarticulated Transfer Course (e.g. ENG000) and in cases where 001 and 003 courses are NOT applied to major/minor Cognate courses should be reviewed by the cognate Department chair	Apply for direct New Paltz equivalent course and updates transfer equivalency database	The transfer course captures the spirit of the New Paltz course requirements. Advisor should review evidence such as course description, student learning outcomes and/or syllabi to make this determination Course is entered in the transfer equivalency database and no longer needs to be evaluated The course is recognized as a prerequisite	Transfer course equivalents do not satisfy the same New Paltz attributes of WI or DIVR. Academic departments cannot make GE transfer credit determinations. Those cases should be referred to Academic Advising for review
Transfer course – apply for single student Cognate courses should be reviewed by the cognate Department chair	Apply to unarticulated transfer course or courses to satisfy a New Paltz requirement where there is no New Paltz equivalent course.	Advisor should review evidence such as course description, student learning outcomes and/or syllabi to make this determination Should be rarely applied	Cannot be applied to an already articulated transfer equivalent in the database

Lower Division Credit/ Upper division credits: The first digit reflects the level at which the course is taught. The level designations are as follows:

000-099	Noncredit courses, often developmental
000, 001 and 003 transferred courses without New Paltz equivalent	No counterpart at New Paltz (e.g. HIS000 -level undetermined, 001 - lower division History elective, HIS003 - upper division History elective)
100-299 Lower-division courses	Courses designed to present a large body of information without expecting a mastery of detail (e.g., survey courses in history or literature) or to present general theoretical or methodological approaches (e.g., foundation courses in the social, natural and physical sciences) or to teach skills or techniques at an introductory level are considered to be lower division. Lower-division courses may be expected to include elementary and may include intermediate levels of subject matter competency, but not advanced levels. These courses can be prerequisite for 300 – 499 level courses. Community College courses are offered at the 100 and 200 level.
300-499 Upper-division courses	Courses offered with content beyond the introductory or survey level and, in the judgment of the faculty, will require prior academic achievement and experience. These courses often require prerequisite courses.
500-599 and beyond	Graduate courses (qualified seniors may enroll with permission in certain courses)

Liberal Arts Courses with “LA” designation are distinct from professional and technical courses. LA designated courses include subject matter as described in the UG catalog https://www.newpaltz.edu/ugc/policies/policies_liberalarts.html

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