# Table of Contents

**PREFACE** ............................................. 5
  How to Use the Student Degree Planning Guide .......... 5

**CHAPTER 1**
YOUR DEGREE PROGRAM FROM PLANNING TO APPROVAL ............ 7

**CHAPTER 2**
DEGREE TYPES AND REQUIREMENTS .......................... 9
  Degree Types ......................................... 9
  Requirements for Your Empire State College Degree .......... 9
  Associate Degrees ................................... 10
  Bachelor’s Degrees .................................. 10
  Registered Areas of Study ................................ 10
  Concentrations ........................................ 11
  General Learning ....................................... 12
  Liberal Arts and Sciences Credits .......................... 12
  Advanced-level Study ................................... 13
  Breadth in Empire State College Degree Programs ............ 13

**CHAPTER 3**
SUNY GENERAL EDUCATION REQUIREMENTS ................. 14
  Who Must Meet the General Education Requirements .......... 14
  How to Meet General Education Requirements .................. 14
  General Education Knowledge and Skill Areas .................. 15
  Competencies ......................................... 16
  Reading the General Education Document in DP Planner ........ 16
  General Education Documents ................................ 18, 19

**CHAPTER 4**
ANNOTATED DEGREE PROGRAM ............................. 20
  Helpful Tips ......................................... 20
  Legend .................................................. 21
  Annotated Bachelor of Science Degree Program .................. 22
  General Education Document for Bachelor’s Degree ............ 23
  Degree Program Plan Worksheet .......................... 24

**CHAPTER 5**
SOURCES OF ADVANCED STANDING .......................... 25
  CREDIT: OVERVIEW ................................... 25
  Sources of Advanced Standing Credit. ......................... 25
  Relationship of Available Prior Learning to the Degree Program. .... 25

**CHAPTER 6**
TRANSCRIPT CREDIT ..................................... 26
  Incorporating Transcript Credit into Your Empire State College Degree Program ..................... 26
  Transcript Credit from Regionally Accredited Colleges and Universities .......................... 26
  Transcript Credit from Nonregionally Accredited Institutions ................................ 27
  Official Transcripts ..................................... 27

<table>
<thead>
<tr>
<th>Credit Hours: Semester-based or Quarter-based Credit</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts and Sciences Credits</td>
<td>27</td>
</tr>
<tr>
<td>Advanced-level Study</td>
<td>27</td>
</tr>
<tr>
<td>Age of Credits</td>
<td>28</td>
</tr>
<tr>
<td>Redundancy</td>
<td>28</td>
</tr>
<tr>
<td>D Grades</td>
<td>28</td>
</tr>
</tbody>
</table>

**CHAPTER 7**
CREDIT BY EVALUATION: STANDARDIZED EXAMINATIONS AND NONCOLLEGIATE SPONSORED LEARNING ................ 29
  Standardized Examinations ................................ 29
  Noncollegiate Sponsored Learning and Empire State College “Generic” Evaluations .............. 30
  Official Documentation .................................. 30

**CHAPTER 8**
CREDIT BY EVALUATION: INDIVIDUALIZED PRIOR LEARNING ASSESSMENT ........................................ 31
  College-level Learning .................................. 31
  Sources of Prior College-level Learning ...................... 31
  Mentor and Center Office of Academic Review Support .................. 31
  Steps in Individualized Prior Learning Assessment .............. 32
  PLA Planner ............................................ 32
  Identifying Your Knowledge/Examining Your Experiences ........ 32
  Describing and Presenting Your Knowledge ..................... 33
  Learning Descriptions .................................. 33
  Determining Credit Amounts ................................ 34
  Outline for Submission ................................... 34
  Documenting Your Knowledge/Working with the Expert Evaluator .......... 34
  The Evaluation Report: Official Documentation ..................... 35
  Sample Learning Descriptions and Evaluator Reports ................. 35
  Sample Learning Description #1 ................................ 36
  Sample Evaluator’s Report #1 ................................ 37
  Sample Learning Description #2 ................................ 38
  Sample Evaluator’s Report #2 ................................ 39
  Sample Evaluator’s Report #3 ................................ 39
  followed by commentary and explanations ........................ 40, 41

**CHAPTER 9**
PLANNING YOUR EMPIRE STATE COLLEGE STUDIES 42
  Types of Empire State College Studies ....................... 42

**CHAPTER 10**
WRITING YOUR DEGREE PROGRAM RATIONALE .................. 44
  The Content of the Rationale ................................ 44
  Organizing the Rationale .................................. 44
  Reminders ............................................... 44
  Guide for a Rationale ..................................... 45

**CHAPTER 11**
PORTFOLIO PREPARATION AND THE APPROVAL PROCESS .......... 47
  The Degree Program Proposal and Portfolio ...................... 47
Steps Toward Approval ...........................................47
Changes in a Concluded Degree ..................................48
Appeals .........................................................................49
Checklist for Degree Program Portfolio Submission ..........49

CHAPTER 12
FEES RELATED TO DEGREE PROGRAM PLANNING . .50
Portfolio Fee (Assessment Fee) ........................................50
Degree Program Amendment Fee .....................................50
Individual Prior Learning Assessment (IPLA) Fee ................50
Individual Evaluation Fee (IEF) ........................................50
Sources of Information ..................................................50

SUPPORTING MATERIALS, SECTION A
HOW TO IDENTIFY PRIOR
COLLEGE-LEVEL LEARNING .........................................51
General Guidelines for Identifying Creditable Learning ...51
Case Studies .....................................................................51

SUPPORTING MATERIALS, SECTION B
SAMPLE DEGREE PROGRAMS ........................................53

SUPPORTING MATERIALS, SECTION C
AREA OF STUDY AND
CONCENTRATION GUIDELINES .................................64
Introduction to the Area of Study Guidelines .....................64
Area of Study Guidelines – The Arts .................................65
Area of Study Guidelines – Business, Management and Economics ........................................65
Area of Study Guidelines – Community and Human Services ..................................................77
Area of Study Guidelines – Cultural Studies .....................78
Area of Study Guidelines – Educational Studies .................80
Area of Study Guidelines – Historical Studies .................81
Area of Study Guidelines – Historical Development ........82
Area of Study Guidelines – Interdisciplinary Studies .......85
Area of Study Guidelines – Labor Studies .......................87
Area of Study Guidelines – Nursing ...............................88
Area of Study Guidelines – Public Affairs ........................89
Area of Study Guidelines – Science, Mathematics and Technology .............................................92
Area of Study Guidelines – Social Theory, Social Structure and Change ........................................101

SUPPORTING MATERIALS, SECTION D
WRITING YOUR DEGREE PROGRAM RATIONALE . .102
Preparing the Rationale ..............................................102
Goals ...........................................................................102
Academic Choices and Professional Expectations ..........102
Foundation Skills .........................................................103
Concentration ............................................................103
Progression/Integration/Breadth .....................................103
General Learning ........................................................104
Advanced Standing/Prior Learning ................................104
Empire State College Studies ........................................104
Researching Your Program ..........................................104
Writing the Rationale ....................................................105
Sample Sections from Student Rationales .................105
Goals ...........................................................................105
Concentration ............................................................105
General Learning/General Education .........................106
Advanced Standing/Prior Learning .................................107
Researching Your Program ..........................................108
Completing the Rationale Essay ....................................109

SUPPORTING MATERIALS, SECTION E
PROCEDURE FOR OBTAINING OFFICIAL
MILITARY DOCUMENTS ...............................................110
Army ...........................................................................110
Navy/Marine .............................................................110
Coast Guard ..............................................................111
Air Force ......................................................................111
Office of Veteran and Military Education .......................111

SUPPORTING MATERIALS, SECTION F
EMPIRE STATE COLLEGE POLICIES ON DEGREE
PROGRAMS AND ACADEMIC REVIEW ................................112
Advanced Standing: Policies and Procedures that Govern the Assessment of Prior Learning ..........112
The Assessment Process ................................................112
Policy and Procedures for Degree Program and Portfolio Review and Approval .........................113
Procedures ....................................................................114
Policy on Educational Planning Studies .........................117
Individual Prior Learning Assessment Policy and Procedures ..................................................120
Degree Program Rationale .............................................124
Individualized Program Design: Bachelor's Degrees ................................................................124
Degree Designations .....................................................125
Liberal Arts and Sciences and Advanced Liberal Arts and Sciences .............................................126
Concentration Titles ......................................................126
The Concentration .........................................................126
Individualized Program Design: Associate Degrees .............................................................128
Second Bachelor’s Degree ..............................................129
Graduation Clearance Policy ..........................................130

SUPPORTING MATERIALS, SECTION G
EMPIRE STATE COLLEGE
“GENERIC” EVALUATIONS ...........................................131
Training Activities and Apprenticeships .........................131
Licenses and Certificates ...............................................131
License/Certificate/Trainings that were Formerly Evaluated for Credit ........................................131

SUPPORTING MATERIALS, SECTION H
DP Planner Quick Guide ..............................................133
PLA Planner Quick Guide .............................................137
Degree Program Stylesheet Guide ..................................139
Teacher Certification Disclaimer .....................................148
Accounting Certification Disclaimer ...............................149

GLOSSARY ....................................................................150
INDEX ..........................................................................153