BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:01:00   Updated: May 2015

Subject: **Program Proposals and Review**

The following procedure will be used when proposals for new programs or program revisions are presented.

I.   Approval should be obtained from the College Senate Curriculum Committee.

II.   Approval should be obtained from the President or her designee

III.   A Program Announcement (undergraduate) or Letter of Intent (graduate) should be prepared for SUNY. See http://system.suny.edu/academic-affairs/acaproplan/ The SUNY "Guide to Academic Program Planning, October 2013" document found at this site should be used as a guide through this process. All necessary forms that need to be completed for submission to SUNY and New York State Education Department can be found and accessed on this website as well.

IV.   After all required forms are completed, they should be forwarded to the Office of Assessment and Curriculum for review and formal submission to SUNY.

V. Formal Response to the Program Announcement or Letter of Intent by SUNY Central Administration

    A.   A campus submitting a program announcement or letter of intent to which there is objection from another SUNY institution will be asked to consider the issues raised, discuss them with the other campus, and convey the results of the discussion for further consideration by the Office of Academic Programs.

    B.   A formal response to the program announcement or letter of intent may authorize proceeding with proposal development, may suggest alternative approaches, or may indicate that, at this time, the Central Administration cannot support program development.

    C.   If the response authorizes proposal development the full program proposal must be submitted within two years from the date of the response to the program announcement or letter of intent; or a request must be made for a limited extension of that period. Proposal submission beyond that period would require submission of a new program proposal or letter of intent.

III.   Procedures for Submission of a Program Proposal

        All program submissions must be completed electronically. They should be submitted well in advance of the proposed initiation date. A minimum of six months is required.