Category: Academic Affairs	**Procedure Title:** Undergraduate Academic Programs, Review of Document Number: 1702 Effective Date: June 05, 2003
Responsible Office: Academic Affairs	This procedure item applies to: State-Operated Campuses

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Summary

The 2003 Handbook for the Submission of Undergraduate Academic Program Proposals applies to all State University of New York (University) campuses. It is used to propose new programs at all undergraduate award levels. This policy outlines the guidelines for reviewing undergraduate academic program submissions.

Process

The 2003 Handbook for the Submission of Undergraduate Academic Program Proposals (hereinafter the Handbook) applies to all State University of New York (University) campuses. It is used to propose new programs at all undergraduate award levels. The guidelines contained in the Handbook continue the University's commitment to the mission review process by recognizing campus mission, academic planning, quality enhancement and continuous assessment, as well as the need for system administration to facilitate campus introduction of new academic programs. In addition, the new guidelines are aimed at integrating university-wide academic initiatives more fully and explicitly into the program review process.

The first priority is that all academic program submissions from campuses be reviewed in a timely and efficient manner, according to a process that is both judicious and transparent. The following time goals will be applied:

- program announcements are to be studied within 30 days of the date when the announcement is circulated to sister campuses;
- complete program proposals that qualify for expedited review are to be reviewed within 30 days; and
- complete, non-expedited program proposals are to be reviewed within 60 days.

The Handbook supersedes the previous guidelines issued January 3, 2001. Program announcements and program proposals begun under the 2001 procedures remain governed by that process.

The Handbook incorporates the following specific amendments to improve communication and to facilitate campus and system processes:

- the previous "Handbook" and "Guidelines" have been combined into a single comprehensive document and reorganized for enhanced clarity;
- salient university academic initiatives — i.e., assessment and New Vision in Teacher Education — have been integrated into the program review process;
- criteria according to which a proposal may receive expedited review have been clarified;

- criteria according to which the external review of baccalaureate program proposals may be waived have been clarified;
- documentation for establishing articulation of associate degree transfer programs has been clarified;
- appendices have been reorganized and edited for clarity; and
- technological enhancements include incorporation of hyperlinks and distribution of program announcements via the weekly Program Review Update.

The program review and planning group's performance relative to these goals will continue to be announced in the Accountability Matrix, which will be published three times a year via the e-mail circular Program Review Update.

In support of this procedure, the following definitions are included:

Accountability Matrix – The Program Review and Planning Group's Accountability Matrix tracks the office's workload and performance relative to specific timeframe goals for fifteen categories of program proposal activity.

Program Review Update – Program Announcements are publicized weekly via the Program Review Update e-mail report, and posted on the Document Retrieval System (DRS) for distribution and archival purposes. The Update is received by interested staff on all campuses.

Additional definitions are in the Glossary of the Handbook for the Submission of Undergraduate Program Proposals.

Forms

Form A - Program Announcement for Undergraduate Programs

Form B - Undergraduate Program Proposal Form

Form C - External Instruction Form

Form D - SUNY External Evaluation Report for Undergraduate Program Proposals

Form E - Guideline for Revision of Existing Academic Programs

Form F - Expedited Review Request Form for Undergraduate Programs

Form G - SUNY Transfer Course Equivalency Table

Related Procedures

There are no related procedures relevant to this procedure.

Other Related Information

Hardcopy distribution of the Handbook is only to campus presidents and statutory college contacts. Questions about the handbook and attendant processes may be directed to the Office of Academic Affairs, Program Review and Planning, at (518) 443-5505 (443-5506 fax).

Program Announcements are publicized weekly via the Program Review Update e-mail report, and posted on the Document Retrieval System (DRS) for distribution and archival purposes. Interested campuses respond with substantive comments, which might include advice and suggestions, possible articulation opportunities, enrollment trends in related programs, opportunities for cooperation, as well as concerns about potential competition with existing programs. The response — from the campus president or chief academic officer — is e-mailed to the Office of Academic Affairs – Program Review and Planning and to the proposing president. Alternatively, a hard copy may be mailed to the proposing president and the University provost.

Authority

Memorandum to presidents from the office of the provost and vice chancellor for academic affairs, dated June 5, 2003 announced effective July 1, the 2003.

History

Memorandum to presidents from the office of the provost and vice chancellor for academic affairs, dated June 5, 2003 announced effective July 1, the 2003 Handbook for the Submission of Undergraduate Academic Program would apply to all State University campuses for proposed new programs at all undergraduate award levels. The Handbook supersedes the guidelines issued on January 3, 2001.

Memorandum to presidents from the office of the provost and vice chancellor for academic affairs dated January 3, 2001 announced effective February 1, 2001, the 2001 Guidelines for the Submission of Undergraduate Academic Program Proposals will apply to all State University campuses for proposed new programs at all undergraduate award levels.

Memorandum to presidents from the office of the provost and vice chancellor for academic affairs dated May 16, 1996 regarding New Guidelines for the Submission of Undergraduate Academic Program Proposals.

Memorandum to presidents from the office of the provost, dated December 28, 1988 regarding Revised Guidelines for Submission of Academic Program Proposals.

Memorandum to presidents from the office of the vice chancellor for academic programs, policy and planning, dated August 14, 1987 announced Revised Procedures for Submission of Academic Program Proposals.

Memorandum to presidents from the office of the vice chancellor for academic programs, policy and planning, dated November 19, 1984 regarding Revised Procedures for Submission of Academic Program Proposals.

Memorandum to presidents from the office of the vice chancellor for academic programs, policy and planning, dated June 24, 1983 regarding Revised Procedure for Submission of Academic Program Proposals.

Memorandum to presidents from the office of the vice chancellor for academic programs, dated October 21, 1974 announced Regional Program Review Revision.

Memorandum to presidents from the office of the vice chancellor for academic programs, dated October 1, 1973 regarding Procedures for Submission of, Procedure for Submission of Academic Program Proposals.

Appendices

Appendix A - Handbook for the Submission of Undergraduate Program Proposals