



State University of New York

Memorandum to Presidents

Date: November 1, 2005 **Vol.** 05 **No.** 1
From: Office of the Provost and Vice Chancellor for Academic Affairs
Subject: New Guidelines for the Submission of Graduate Academic Program Proposals
To: Presidents, State-Operated Campuses
Presidents, Community Colleges
Statutory College Contacts

The State University procedures for the submission of graduate academic program proposals were last revised in 1994 and issued at that time as Memorandum to Presidents, Vol. 94, No. 1. With the administrative and regulatory changes that have since occurred both within SUNY and in New York state, it is now an appropriate time to issue revised procedures.

The new version, *Guidelines for the Submission of Graduate Academic Program Proposals*, is located on the web at <http://www.sysadm.suny.edu/provost/programreview/index.html>, and reflects current state and University policies and initiatives. Specifically, it has been designed to do the following:

- to set out in one “stop” the information and steps necessary for graduate program proposal preparation, and to describe the stages through which the proposed program will progress toward final registration;
- to integrate State University policies and initiatives implemented since 1994, such as Mission Review, New Vision for Teacher Education, and Memorandum to Presidents 99-1, *Policy Guidelines on the Consideration of Graduate Programs* (<http://www.sysadm.suny.edu/provost/mtp/mtp99-2.pdf>);
- to take into account changes in State Education Department policies and requirements, on such topics as teacher education program registration, and the criteria for Master Plan Amendment;
- to bring the process for distributing Letters of Intent into line with the one for undergraduate Program Announcements—the circulation of Letters of Intent to sister campuses will henceforth be done by System Administration, via the Academic Programs Update;
- to provide clearer guidance on the preparation of various kinds of specialized proposals, such as multi-award and multi-institution programs, and revisions to existing graduate programs;

- to continue to avoid unnecessary duplication of effort by integrating and requesting at one time materials needed by both SUNY and SED.

Drafts of the revised guidelines were first reviewed by an ad hoc working group of graduate school administrators from our doctoral campuses, and a penultimate draft was then circulated for comment to Academic Vice Presidents of all graduate-degree offering campuses. The ultimate draft was provided to the two State Education Department offices that review and register academic programs; SED feedback was adopted and incorporated into the final *Guidelines* now being promulgated.

I trust you will find the updated features of the new *Guidelines* an improvement. Please direct any questions to Assistant Provost Joseph DeFilippo (joseph.defilippo@suny.edu).



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