



State University of New York

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## Memorandum to Presidents

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Date: December 28, 1988 Vol. 88 No. 10

From: Office of the Provost

Subject: Revised Guidelines for Submission of Academic Program Proposals

To: Presidents, State University of New York

Attached is a copy of the most recent revision of the Procedures for Submission of Academic Program Proposals. It details the procedures to be followed for the submission of letters of intent and program proposals, as well as the supporting information required at each stage.

This revision reflects changes in SUNY Central Staff organization, new emphases of SUNY and the State Education Department which affect academic programs, and experience with the guidelines issued August 14, 1987 (Memorandum to Presidents Vol. 87, No. 7) which it supersedes. Changes from the 1987 Memorandum have been underlined. You should note particularly the addition to item B.2 on the first page. Proposals for graduate programs should continue to be prepared in accordance with the requirements outlined in Memorandum to Presidents, Vol. 85, No. 5, dated March 5, 1985. PLEASE NOTE, HOWEVER, THAT ALL REQUESTS FOR ACADEMIC PROGRAM ACTION SHOULD BE ADDRESSED TO THE PROVOST WITH THE NOTATION "ACADEMIC PROGRAMS."

This document includes the information required by the State Education Department for proposals which require Master Plan amendments (as outlined in the Department's Memorandum to Chief Executive Officers, No. 3, dated January 15, 1976, and Memorandum to Chief Executive Officers, No. 25, dated October 16, 1978). Thus, the guidelines address all the requirements of the State Education Department as well as the University.

In all academic program actions, whether addition of new programs, revision of existing programs, or program discontinuance, I ask you to keep in mind the high priority attached by both the State University and the State Education Department to encouraging and making it possible for persons from historically underrepresented groups to enter and complete academic programs which will enhance their opportunities in this society. In this connection, as well as in general, it is essential that all possible efforts be made to facilitate transfer of students from lower-division to upper-division programs.

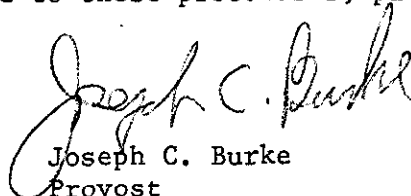
You will note the guidelines require that the campus requesting the program submit evidence of consultation with the other SUNY campuses in the region.

Memorandum to Presidents  
Page 2

Vol. 88, No. 10  
December 28, 1988

In addition to the Revised Guidelines for Submission of Academic Program Proposals, I am attaching a copy of Memorandum to Presidents, Vol. 83, No. 11, Procedures for Deactivation and/or Discontinuance of Academic Programs. In reviewing your academic programs, you might wish to consider whether either of these actions is appropriate for any of your academic offerings.

If you have any questions related to these procedures, please do not hesitate to contact me.

  
Joseph C. Burke  
Provost

**Attachments**

This memorandum addressed to:

Presidents, State-operated Campuses  
Presidents, Community Colleges  
Deans, Statutory Colleges

Copies for information sent to:

President Coll  
Vice President Nesheim

## GUIDELINES FOR SUBMISSION OF ACADEMIC PROGRAM PROPOSALS

### I. Procedure for Submission of a Letter of Intent

The letter of intent should be addressed by the Campus President to the Provost. Copies should be shared concurrently with all SUNY presidential colleagues in the institution's coordinating area for comments. The coordinating areas are defined in a memorandum from the Chancellor to the Presidents dated December 9, 1971 (see map attached). For graduate programs, the letter of intent should be shared with the presidents of all SUNY campuses granting graduate degrees.

The Provost will acknowledge receipt of the letter of intent and indicate the staff member(s) to whom it has been referred for review. The formal SUNY response will not be made sooner than 30 days from the receipt of the letter of intent in order to allow presidential colleagues to formulate comments and communicate them in writing to the initiating president with a copy to the Provost with the notation "Academic Programs."

The letter of intent should contain the best information possible at the preliminary stage, according to the following outline:

#### A. Program Identity

1. Proposed title
2. Proposed award: certificate or degree (authorized degree title and abbreviation from Rules of the Board of Regents, Sec. 3.50)
3. Proposed beginning date

#### B. Planning Factors

1. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them. Indicate if this program will replace any existing programs on the campus. Note if this program is entirely or primarily a restructuring based upon existing courses.
2. Identify similar programs at other institutions, public and private, particularly in the service area and region, and, where possible, the potential impact of the proposed program on them. Provide evidence of consultation with SUNY campuses in the area.
3. Describe briefly proposed arrangements for any required external clinical instruction, agency placement, practice teaching, fieldwork, internships, etc., and how these arrangements would impact other institutions using the same facilities, if any.

C. Need

1. Identify any special characteristics of the potential clientele for the program. Indicate the general or specific geographic locale from which you expect such students to come.
2. Describe the relationship of the proposed program to the economic and/or educational needs of the area in which it is to be located, of New York State and, if appropriate, of the nation. In the case of high-cost, or narrowly-focused, technical programs, cite actual anticipated employment opportunities where possible.
3. Estimate student demand for this program and describe how the extent of this demand was established.

D. Enrollment and Resource Issues

1. Estimate headcount enrollments in the proposed program for the first five years of its operation.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Full-time	_____	_____	_____	_____	_____
Part-time	_____	_____	_____	_____	_____

2. Since this expected enrollment may affect the future campus enrollment composition and size, estimate the impact of the program on:

- a. Total campus enrollment;
- b. The distribution of students among major areas of study.

3. Indicate the TOTAL cost requirements for this proposed program in its first five years of operation. Include only costs associated with academic and support activities directly related to the proposed program.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Operating	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Capital	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

4. What is the expected source of funding to cover the costs displayed in 3 above?

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Internal Re-allocation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Incremental funding (new appropriations)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

II. Formal Response to the Letter of Intent by SUNY Central Administration

- A. A campus submitting a 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 the Provost.
- B. A formal response to the 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. Assuming basic concurrence, additional information will be provided by SUNY Central regarding:
  - 1. Incidence of like programs and, when available, pending letters of intent (the campus is referred as well to the monthly report of program activity, issued by the Office of the Provost);
  - 2. Enrollment trends, University-wide, in the program area;
  - 3. Campuses which have discontinued a program of this kind, if any, and the reasons for discontinuances, if known;
  - 4. HEGIS number appropriate to the proposed program;
  - 5. Master Plan amendment considerations, if any;
  - 6. When the program would lead to professional licensure or certification, attitudes of licensing agencies toward development of such programs, if known;
  - 7. Need for any special proposal format.
- C. If the response authorizes proposal development, the President will be asked to notify the Provost as soon as possible as to whether the campus intends to proceed with proposal development. Such a proposal is to be submitted within two years from the date of the response to the letter of intent, or request made for a limited extension of that period. Proposal submission beyond that period would require submission of a new letter of intent.

### III. Procedure for Submission of a Program Proposal

Section IV outlines the elements of a program proposal, applicable to undergraduate programs, to be used by all University campuses. Program proposals for graduate programs should provide information and follow procedures outlined in Memorandum to Presidents, Vol. 85, No. 5, of March 5, 1985. Programs involving teacher certification or other certification or licensure will follow the appropriate forms required by the State Education Department and the State University.

Five copies of all program proposals should be submitted to the Provost sufficiently in advance of the proposed initiation date. A minimum of six months is recommended.

### IV. Content of the Program Proposal

A. "Program Summary" - See attached form

B. Planning Factors

1. Describe the purpose, goals, and objectives of the proposed program. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them. Note if this program replaces any existing program(s). Indicate if it is entirely or primarily a restructuring of existing courses.
2. Identify similar programs at other institutions, public and private, in the service area, region and state, and the expected impact on them. Provide evidence of consultation with SUNY campuses in the region.
3. Describe proposed arrangements for any required external clinical instruction, agency placement, practice teaching, internships, fieldwork etc. Attach copy of affiliation contract and list of prospective affiliates. Describe how these arrangements would impact other institutions using the same facilities, if any.

C. Need

1. Justify the need for the program in terms of the clientele it will serve, the economic and/or educational needs of the area in which it is to be located, of New York State and, if appropriate, the nation. If other institutions offer such programs, describe the extent and the nature of the need which remains. To what extent will remaining need be met by the initiation of this program? Describe in detail how the level of need was established.

2. State how the enrollment estimates (displayed in the Program Summary) were determined. For example, what surveys were conducted and/or other sources of information were utilized? Specify the number of students, if any, who have indicated an explicit interest in the program.
3. Since expected enrollment may affect future campus enrollment composition and size, estimate the impact of the program on total enrollment and on the distribution of students among major fields of study.
4. If the program is designed to prepare its graduates for immediate employment, indicate the potential employers of such graduates and specify any who have requested establishment of the program. Describe their specific employment needs. Assess employment possibilities in general for graduates of the program, and the means by which this information was established. Careful assessment of employment demand, especially for narrowly-focused technical programs requiring substantial resources, is critical.
5. Describe the potential for articulation of the program with the preceding and next appropriate level of instruction. Since the University views as one of its highest priorities the facilitation of transfer for students from lower-division to upper-division study, identify institutions with which articulation arrangements have been made or discussed.

D. Program Quality

1. Describe how program quality will be maintained and monitored, including provisions for regular program review, which should include evidence of student achievement, faculty performance, and placement of graduates.
2. If this is a professional program for which special accreditation is to be sought, provide the name(s) of the accrediting agency(ies) and a timetable for completing the accreditation process. If special accreditation is available and will not be sought, explain why.

- E. Describe the criteria and procedures for admission of students to the proposed program and indicate the means by which the admissions process shall encourage the increased participation of persons from groups historically underrepresented in such programs. Outline measures which will be taken to determine the capacity of a student to undertake the program and what steps the campus will take to provide the instructional and other support a student needs to complete the program. Describe the advisement arrangement for students as they proceed through the program.

- F. Append a complete outline of the course of study, including requirements and credit hours, and indicate when and how often each course will be offered over the period of time required for program completion by a student. For existing courses, include a catalog description or a copy of the current catalog. For a new course, include a syllabus or a detailed outline of the subjects covered. For fieldwork experience, describe the duration of, and arrangements for, supervision. Indicate provisions for granting credit for learning based on life and/or work experience.
- G. Complete "Five Year Projections - Costs and Resources" form (copy attached). Append any necessary narratives regarding source of funds, and capital and other special needs, etc.
- H. Append vitae of present faculty members, if any, who will implement the program, and outline the qualifications deemed necessary for any additional faculty to be recruited. Indicate the faculty member's rank and whether the faculty is (will be) full-time or part-time. If now known, indicate the faculty members who are qualified to teach each course described in the major/option. Indicate who will be the program director or coordinator.
- I. Describe the library resources presently available for use in the program and plans for making available additional library materials as needed.
- J. Append any local resolutions and support documents.
- K. If the program will involve approval of a Master Plan amendment, supply the following information:
1. A description of the geographic locale from which students in the program are expected to come.
  2. An outline of the facilities and equipment required for the program.
  3. A description of the relationship of the proposed program to the campus mission.
  4. An indication of whether external library sources will be utilized and, if so, how. Include a description of any agreements between the campus and such library resources.
  5. If the program is designed to meet institutional purposes and goals, and not to address external considerations, explain precisely how the program will do so.

State University of New York

Academic Program Proposal

**PROGRAM SUMMARY**

Campus \_\_\_\_\_ Date \_\_\_\_\_

Proposed Program Title \_\_\_\_\_

Proposed Degree/Certificate \_\_\_\_\_

HEGIS Classification Number \_\_\_\_\_

Department(s) or Academic Unit(s) that will Offer Program \_\_\_\_\_

Proposed Beginning Date \_\_\_\_\_

Give a brief summary (250 words or less) of proposal describing purpose, academic content, structure, credits, etc. Attach additional sheet if necessary.

ENROLLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Projected number of students in program/major					
Total headcount	_____	_____	_____	_____	_____
Full-time	_____	_____	_____	_____	_____
Part-time	_____	_____	_____	_____	_____
Total Annual Average FTE	_____	_____	_____	_____	_____
Anticipated Student/Faculty Ratio in Program Courses	_____	_____	_____	_____	_____

FACULTY

Characteristics of existing faculty to be used in the initial year of the program

	NUMBER				
	Full-time	Part-time	Adjunct	Regular (tenured)	Regular (untentured)
Professor	_____	_____	_____	_____	_____
Associate Professor	_____	_____	_____	_____	_____
Assistant Professor	_____	_____	_____	_____	_____
Instructor	_____	_____	_____	_____	_____

What percentage of funds to support this program will be from internal reallocation? \_\_\_\_\_

If program will lead to certification or licensure, in what field or specialty? \_\_\_\_\_

If special accreditation will be sought, by what group(s)? By what date(s)? \_\_\_\_\_

If this program or any constituent courses will be offered off-campus, where? \_\_\_\_\_

Identify existing programs on your campus in related and supporting disciplines:

Program Title	NUMBER	
	Students	Faculty
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FIVE YEAR PROJECTIONS - COSTS AND RESOURCES**

**1. TOTAL RESOURCE REQUIREMENTS**

	Year 1	Year 2	Year 3	Year 4	Year 5
PERSONNEL REQUIREMENTS					
01 Faculty Total (FTE)	_____	_____	_____	_____	_____
Full-time	(_____)	(_____)	(_____)	(_____)	(_____)
Part-time	(_____)	(_____)	(_____)	(_____)	(_____)
02 Support Staff Total (FTE)	_____	_____	_____	_____	_____
Full-time	(_____)	(_____)	(_____)	(_____)	(_____)
Part-time	(_____)	(_____)	(_____)	(_____)	(_____)
03 Administrative Staff (FTE)	_____	_____	_____	_____	_____
<b>04 Sum: All Personnel (sum 01-03)</b>	_____	_____	_____	_____	_____
=====					
RESOURCE REQUIREMENTS (\$ in thousands)					
05 Faculty Total (\$ 000)	_____	_____	_____	_____	_____
06 Support Staff Total (\$ 000)	_____	_____	_____	_____	_____
07 Administrative Staff Total (\$ 000)	_____	_____	_____	_____	_____
<b>08 Sum: All Personnel (\$ 000) (sum 05-07)</b>	_____	_____	_____	_____	_____
-----					
09 Equipment (\$ 000)	_____	_____	_____	_____	_____
10 Library Acquisitions (\$ 000)	_____	_____	_____	_____	_____
11 Remaining "Other than personal service" (OTPS) (\$ 000) (describe in narrative)	_____	_____	_____	_____	_____
<b>12 Sum: All OTPS (sum 09-11)</b>	_____	_____	_____	_____	_____
-----					
13 Capital Expenditures (\$) (describe in narrative)	_____	_____	_____	_____	_____
-----					
<b>14 TOTAL RESOURCE REQUIRE- MENTS (\$) (08+12+13)</b>	_____	_____	_____	_____	_____
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SOURCE OF FUNDS (\$ in thousands)	Year 1	Year 2	Year 3	Year 4	Year 5
15 Internal Reallocation	_____	_____	_____	_____	_____
16 Incremental Funding (new appropriations)	_____	_____	_____	_____	_____
17 External Sources (des- cribe in narrative)	_____	_____	_____	_____	_____
<b>18 TOTAL RESOURCES (sum 15-17; line 18=line 14)</b>	_____	_____	_____	_____	_____

2. INCREMENTAL RESOURCE REQUIREMENTS (From New Appropriations) Indicate only in the year required resource is initially needed.

INCREMENTAL PERSONNEL REQUIREMENTS	Year 1	Year 2	Year 3	Year 4	Year 5
19 Faculty (FTE)	_____	_____	_____	_____	_____
Full-time	( _____ )	( _____ )	( _____ )	( _____ )	( _____ )
Part-time	( _____ )	( _____ )	( _____ )	( _____ )	( _____ )
20 Support Staff (FTE)	_____	_____	_____	_____	_____
Full-time	( _____ )	( _____ )	( _____ )	( _____ )	( _____ )
Part-time	( _____ )	( _____ )	( _____ )	( _____ )	( _____ )
21 Administrative Staff (FTE)	_____	_____	_____	_____	_____
<b>22 Sum: All Personnel (sum 19-21)</b>	_____	_____	_____	_____	_____

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**INCREMENTAL RESOURCE  
REQUIREMENTS (\$ 000)**

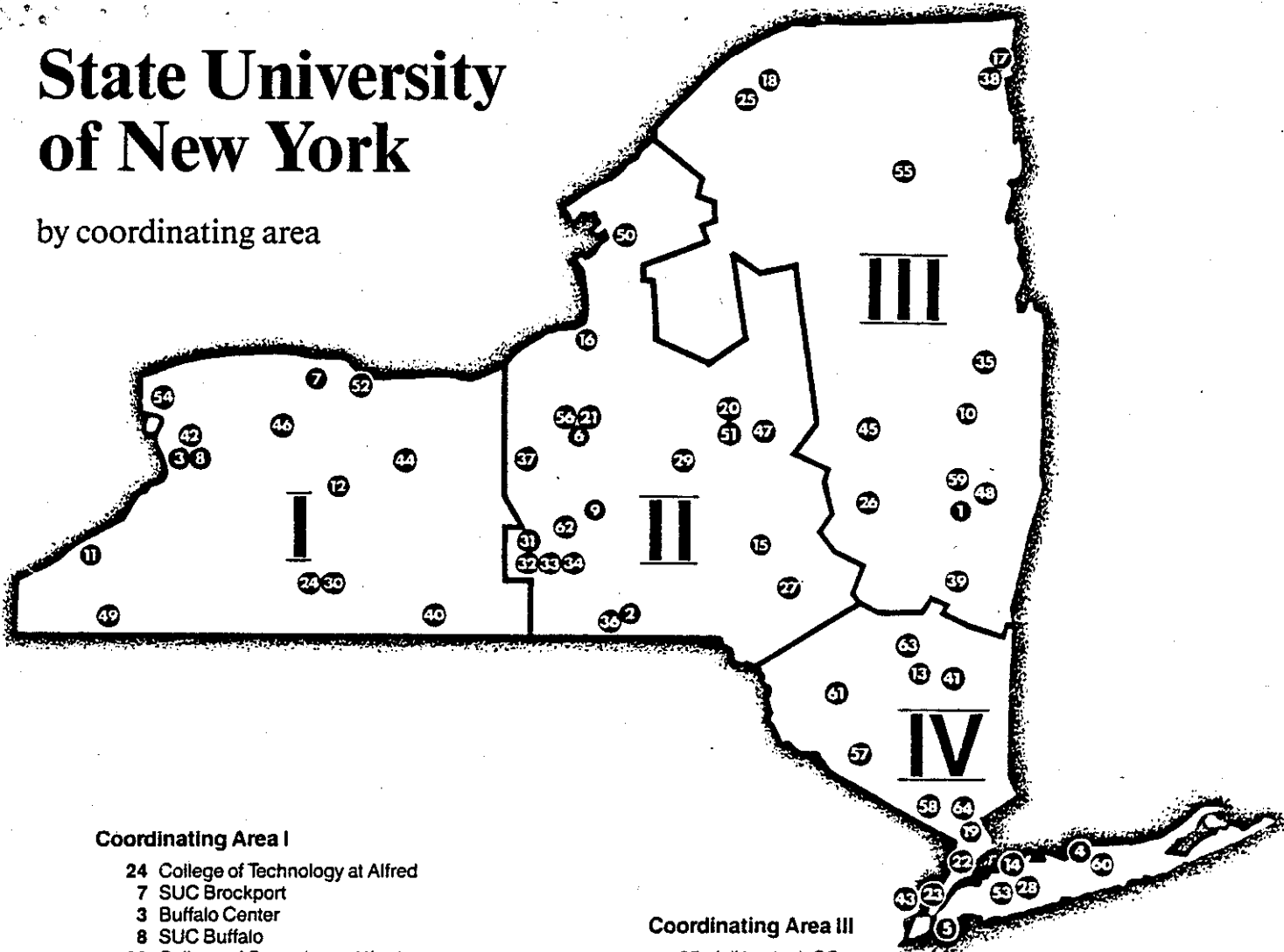
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
23 Faculty (\$ 000)	_____	_____	_____	_____	_____
24 Support Staff (\$ 000)	_____	_____	_____	_____	_____
25 Administrative Staff (\$ 000)	_____	_____	_____	_____	_____
<b>26 Sum: All Personnel (\$ 000)</b> <b>(sum 23-25)</b>	_____	_____	_____	_____	_____
-----					
27 Equipment (\$ 000)	_____	_____	_____	_____	_____
28 Library Acquisitions (\$ 000)	_____	_____	_____	_____	_____
29 Remaining "Other than per- sonal service" (OTPS) (\$ 000) (describe in narrative)	_____	_____	_____	_____	_____
<b>30 Sum: All OTPS (sum 27-29)</b>	_____	_____	_____	_____	_____
-----					
31 Capital Facilities (\$ 000) (describe in narrative)	_____	_____	_____	_____	_____
-----					
<b>32 TOTAL INCREMENTAL RE- SOURCES (26+30+31; line 32=line 16)</b>	_____	_____	_____	_____	_____

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Append or describe below any necessary narratives regarding source of external funds, capital needs, special expenses etc.

# State University of New York

by coordinating area



## Coordinating Area I

- 24 College of Technology at Alfred
- 7 SUC Brockport
- 3 Buffalo Center
- 8 SUC Buffalo
- 30 College of Ceramics at Alfred
- 40 Corning CC
- 42 Erie CC
- 44 CC of the Finger Lakes
- 11 SUC Fredonia
- 46 Genesee CC
- 12 SUC Genesee
- 49 Jamestown CC
- 52 Monroe CC
- 54 Niagara County CC

## Coordinating Area II

- 31 College of Agriculture & Life Sciences at Cornell
- 2 Binghamton Center
- 36 Broome CC
- 37 Cayuga County CC
- 21 College of Environmental Science & Forestry
- 32 College of Human Ecology at Cornell
- 34 College of Veterinary Medicine at Cornell
- 9 SUC Cortland
- 27 College of Technology at Delhi
- 47 Herkimer County CC
- 50 Jefferson CC
- 51 Mohawk Valley CC
- 29 College of Agriculture & Technology at Morrisville
- 15 SUC Oneonta
- 56 Onondaga CC
- 16 SUC Oswego
- 33 School of Industrial & Labor Relations at Cornell
- 6 Health Science Center at Syracuse
- 62 Tompkins Cortland CC
- 20 College of Technology at Utica/Rome

## Coordinating Area III

- 35 Adirondack CC
- 1 Albany Center
- 25 College of Technology at Canton
- 38 Clinton CC
- 26 College of Agriculture & Technology at Cobleskill
- 39 Columbia-Greene CC
- 10 Empire State College
- 45 Fulton-Montgomery CC
- 48 Hudson Valley CC
- 55 North Country CC
- 17 SUC Plattsburgh
- 18 SUC Potsdam
- 59 Schenectady County CC

## Coordinating Area IV

- 5 Health Science Center at Brooklyn
- 41 Dutchess CC
- 28 College of Technology at Farmingdale
- 43 Fashion Institute of Technology
- 22 Maritime College
- 53 Nassau CC
- 13 SUC New Paltz
- 14 SUC Old Westbury
- 23 College of Optometry
- 57 Orange County CC
- 19 SUC Purchase
- 58 Rockland CC
- 4 Stony Brook Center
- 60 Suffolk County CC
- 61 Sullivan County CC
- 63 Ulster County CC
- 64 Westchester CC