



State University of New York

Memorandum to Presidents

Date: May 16, 1996 Vol. 96 No. 1

From: Office of the Provost and Vice Chancellor for Academic Affairs

Subject: New Guidelines for the Submission of Undergraduate Academic Program Proposals

To: Presidents, State University of New York

The attached copy of the *New Guidelines for the Submission of Undergraduate Academic Program Proposals* details the procedures to be followed by all State University campuses for *new* programs at all undergraduate award levels. The *New Guidelines* supersede those issued in Memorandum to Presidents, Vol. 88 No. 10.

This revision represents a significant change in policy from all previous versions of SUNY program guidelines. Since 1973, the University has required the submission of a Letter of Intent, followed by the submission of a Program Proposal, with supporting information provided at each stage and with review and approval by SUNY System Administration at each step. The *New Guidelines* recognize SUNY as a more mature University system, primarily comprising campuses with established missions and with on-going institutional planning and assessment practices. The new version also reflects a pattern of successfully devolving responsibilities and functions to the campuses. Features of the *New Guidelines* include:

- ▶ the elimination of the campus submission of a Letter of Intent, and its review and approval by System Administration;
- ▶ a single review by the System Administration at the full Program Proposal stage;
- ▶ a listing of characteristics of those programs to be expedited, as well as those that may require an extended review by the University;
- ▶ an increased reliance on the submitting campus for academic planning, active consultation with State University campuses, and a thorough preparation of program materials.

The revised guidelines are effective July 1, 1996. We ask that all previous Letters of Intent and Program Proposals submitted under the prior procedures remain governed by that process.

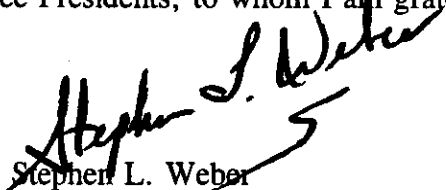
The *New Guidelines* are consistent with current efforts at the State Education Department to streamline its processes of program registration and Master Plan Amendment. Program Proposals prepared under the *New Guidelines* will meet SED's revised requirements for registration. Programs for which a Master Plan Amendment is required will need additional information; the campus will be advised directly by System Administration on the process and documentation.

Proposals for graduate programs should continue to be prepared in accordance with the requirements outlined in Memorandum to Presidents, Vol. 94 No. 1, *Revised Procedures for Submission of Graduate Academic Program Proposals*.

In Fall 1996, the System Administration Office of Academic Programs plans to hold regional workshops for campus personnel on the new process and on Program Proposal development. Also in Fall 1996, we expect the *New Guidelines* to be available on a secure WWW site which will contain template forms, model documents, and relevant academic policies and information. The Web site will have the capacity to receive campus postings of Program Announcements as well as the comments and reactions of other campuses to the program initiative. The *Guidelines* will also be available on diskette.

The Office of Academic Programs, in consultation with the State Education Department, is developing guidelines for routine program revisions and title changes. These procedures, as well as the revised guidelines on program deactivation and/or discontinuance, should be available in Fall 1996 in the traditional format, on diskette and on the WWW site.

The *New Guidelines* are the result of University-wide and continuous consultation with the State University Academic Deans and Vice Presidents, to whom I am grateful.



Stephen L. Weber
Interim Provost

Attachment

This memorandum addressed to:
Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information sent to:
President Coll
Provost Randel