

# Undergraduate Academic Program Development

## New Certificate Checklist

(September 2020)

Process is streamlined if certificates are based on existing courses. New courses proposed need School academic processes to include the ESC Catalog. It is important to recognize that all certificates need to provide a pathway (stackable) for students to achieve a degree in a currently registered program. As always, institutions can only advertise and offer a certificate if it is currently registered. SUNY does not require a program announcement to submit a certificate proposal.

Step	Date Completed
<b>Idea Consideration Phase</b>	
Faculty work with Department/Division Chair to discuss new academic certificate.	
Department Chair proposes concept to Dean. Dean approves the concept and informs OAA of certificate concept approval.	
OAA notifies the Senate Chair of the new program being developed.	
Department Chair requests environment scan data from Decision Support.	
<b>Proposal Phase</b>	
Faculty team completes <a href="#">SUNY Form 2C</a> . Department Chair and faculty approves the proposal. Department Chair send SUNY Form 2C to Dean.	
Dean approves the SUNY Form 2C and submits the form to OAA.	
Vice Provost for Academic Affairs reviews and approves. Vice Provost consults with DARs and CUP Co-Chairs for technical feedback.	
OAA posts the proposal for 30-day ESC internal comment period*, submits SUNY Form 2C to CUP, and notifies OAA Leadership and the Registrar.	
CUP does an initial review and CUP members will send to constituency for feedback. CUP will also notify Senate Chair.	
CUP approves and notifies OAA and Senate Chair. Senate Chair announces approval of new certificate at the next Senate meeting.	
Office of the Registrar begins the implementation process (in anticipation of SUNY and NYSED approval).	
Provost reviews and OAA obtains signature from the President and submits to SUNY.	
SUNY reviews and upon approval, forwards proposal to NYSED.	
NYSED reviews, approves, registers, and notifies Office of President.	
Senate Chair, Office of Registrar, and Office of Communications and Marketing are notified of NYSED registration of new program.	

\*It is recommended that SUS Deans notify respective Schools of the certificate proposal.