

Undergraduate Academic Program Development Revision: Changes to an Existing Structured Program (September 2020)

Examples:

- Changes in 1/3 or more of the minimum credits in the NYSED approved program
- Changes in the program’s focus or design
- Adding or eliminating one or more options, concentrations, or tracks
- Change in the program title
- Change in the program award
- Change in the mode of delivery
- Change in the number of required credits
- Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program
- Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience)
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program

Step	Date Completed
Proposal Phase	
Faculty team completes SUNY Form 3A and submits to Department Chair. Department Chair and faculty approves the proposal.	
Dean approves SUNY Form 3A and submits proposal to OAA for review	
Vice Provost of Academic Affairs reviews and approves. Vice Provost consults with DARs and CUP Co-Chairs for technical feedback.	
OAA submits to CUP and notifies the Provost and Registrar.	
Office of the Registrar begins the implementation process (in anticipation of SUNY and NYSED approval)	
CUP reviews and upon approval, returns proposal to OAA. CUP notifies the Senate Chair of the approval and announces at the next Senate meeting.	
Provost reviews and OAA obtains signature from the President and submits to SUNY.	
Upon SUNY approval, revision gets forwarded to NYSED.	
NYSED reviews and upon approval, registers revision to program. NYSED notifies the President’s Office.	
Senate Chair, Office of Registrar, and Office of Communications and Marketing are notified of NYSED registration of revised program.	