

# New Certificate (UG) & Advanced Certificate (Grad) Programs

## Idea Consideration Phase

Faculty member discusses a new certificate idea with Department Chair or Associate Dean

Associate Dean requests data for a needs analysis

Associate Dean/Dean reviews the data; approves moving the idea to the concept phase

Form a faculty design team; select a lead

## Concept Phase

Design team develops a full concept paper using the concept paper template

Consults with department chair(s), faculty experts, and the Office of Program Development as needed

UG department or Grad division faculty approve; Associate Dean approves

Dean of UG or Grad approves; submits to the Office of Program Development

Prior to posting, the Office of Program Development notifies the Provost and President's Office

Office of Program Development posts for 30-day internal ESC comment period

Notifies CUSP/GSPC and asks to have it placed on its next meeting agenda

After the 30-day comment period, CUSP/GSPC approves; notifies Office of Program Development and faculty design team lead

Provost approves



Proposal Phase

Begin the proposal phase

Design team completes  
SUNY Form 2C  
(New Certificate Proposal)

UG department or Grad division  
faculty approves;  
Associate Dean approves

Dean of UG or Grad approves;  
submits to the Office of  
Program Development

Office of Program Development  
conducts a technical review of  
the proposal; sends it to CUSP/  
GSPC for review

CUSP/GSPC approves;  
notifies Office of Program  
Development

Office of Program Development asks  
Senate to consider at its next meeting

Senate approves

Begin the internal  
implementation process  
(pending NYSED registration)

Provost approves;  
President approves

Office of Program Development  
submits Form 2C to SUNY

