Date: June 24, 1983

From: Office of the Vice Chancellor for Academic Programs, Policy and Planning

Subject: Revised Procedures for Submission of Academic Program Proposals

To: Presidents, State University of New York

Attached is a copy of the Revised 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 supportive information required at each stage.

The document is the product of widespread discussion and consultation throughout the University, including review with the Council of Presidents, with campus Presidents generally, and the Vice Presidents and Deans of Academic Affairs. We have benefited greatly from the various comments and suggestions made, although not all could be accommodated in the final version. We appreciate very much the assistance provided by these campus constituents in the development of these revised procedures.

The revisions incorporated in the document clarify the Letter of Intent stage of program development, establish new information-sharing responsibilities for Central Administration, and require separate reporting procedures for fiscal and enrollment aspects of new programs for the State-operated Campuses and Community Colleges.

This memorandum:

- consolidates the provisions of Memorandum to Presidents, Vol. 73 No. 48, October 1, 1973, "Procedures for Submission of Academic Proposals," (Policy Handbook, #116) and Memorandum to Presidents, Vol. 74 No. 34, October 21, 1974, "Regional Program Review" (Policy Handbook, #117);

- supersedes both policy memoranda and

In the event of program submissions requiring a Master Plan Amendment, in addition to the information required by this document, it will be necessary to supply the information required by Memorandum to Chief Executive Officers, No. 3 (January 15, 1976) and Memorandum to Chief Executive Officers, No. 25 (October 16, 1978), both issued by the State Education Department.

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

Sherry H. Penney

Attachment

cc: Chancellor Wharton
    Executive Council

This memorandum addressed to:

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

Copies for information sent to:

    President Coll
    Vice Provost Spencer
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 Vice Chancellor for Academic Programs, Policy and Planning. Copies should be shared concurrently with all SUNY presidential colleagues in the SUNY Coordinating Area for their comments. The coordinating areas are defined in a memorandum dated 9 December 1971 to Presidents from the Chancellor (Policy Handbook, #092). For a graduate program, the Letter of Intent should be shared also with the presidents of all SUNY graduate degree granting campuses. We will acknowledge receipt of the Letter of Intent, indicate the staff officer(s) to whom it has been referred for review and specify which of them will be the campus contact regarding the formal response to the Letter of Intent. The formal response will be made not sooner than 45 days from our receipt of the Letter of Intent in order to allow time for presidential colleagues to formulate their comments and communicate them in writing to the initiating President with a copy to the Vice Chancellor for Academic Programs, Policy and Planning.

II. Content of the Letter of Intent and of the Formal Response

The Letter of Intent should contain the best projections possible at this 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.

2. Identify similar programs at other institutions, public and private, primarily in the service area and region and, where appropriate, the potential impact on them.

3. Describe briefly proposed arrangements for required external clinical instruction, agency placement, practice teaching, internships, etc., if any, and how these arrangements would impact on other institutions using the same facilities, if any.
C. Need

1. Identify the potential need for this program for the clientele it will serve in terms of the economy and/or educational needs of the area in which it is to be located, New York State at large and, if appropriate, the nation.

2. Estimate student demand expected for this program and how it will be measured.

D. Fiscal Factors

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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</table>

Since this expected enrollment may affect the future campus enrollment composition and totals, estimate the impact this program may have on campus total enrollments and the relative percentage distribution by broad discipline categories.

2. In considering funding requirements for this program, indicate the total cost requirements for this program proposal in its first five years of operation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Operating</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<table>
<thead>
<tr>
<th>Year</th>
<th>Capital</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
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<td>Year 5</td>
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</tbody>
</table>

What is the expected source of the funding to cover the operating costs of this program?

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<thead>
<tr>
<th>Year</th>
<th>Internal reallocation</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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</thead>
<tbody>
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<td>Year 5</td>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Incremental funding</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
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<td>Year 5</td>
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</table>

***************
SUNY Central Administration Action

The formal response to a Letter of Intent will authorize proceeding with proposal development or not, as deemed appropriate (cf. comments received from other campuses, as one element), and will provide information on the following matters from the Central Administration perspective:

- incidence of like programs and pending letters of intent, University-wide; in addition, the monthly report of program developments will continue to be issued by the Office of Academic Programs, Policy and Planning;

- enrollment trends, University-wide, in the program area;

- names of other campuses which have discontinued a program of this kind, if any;

- HEGIS number;

- Master Plan amendment considerations, if any;

- when the program would lead to professional licensure or certification, known attitudes of licensing agencies toward development of more such programs;

- general advice as to whether Central Administration is encouraging development of such programs or not;

- advice concerning whether an exceptional proposal format is to be followed.

If the response authorizes proposal development, the President will be asked to notify the Vice Chancellor for Academic Programs, Policy and Planning as soon as possible as to whether or not the campus intends to proceed with proposal development. If the answer is affirmative, we would expect the proposal to be submitted within two (2) years from the date of response to the Letter of Intent, or that a request would be submitted for a limited time extension beyond the two-year period. Otherwise, the development of the program would proceed within the context of submission of a new Letter of Intent and a formal response, taking into account the conditions prevailing at that time.

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 will follow the Guidelines for Evaluations of Graduate Programs issued to all Presidents on November 30, 1972. Programs involving teacher certification or other certification or licensure will follow the appropriate forms requested by the State Education Department and the State University.
Five copies of the program proposal should be submitted to the Vice Chancellor for Academic Programs, Policy and Planning in sufficient time for action prior to the proposed initiation date--e.g., six months.

IV. Content of the Program Proposal

A. Cover page - see Appendix A.

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.

2. Identify similar programs at other institutions, public and private, in the service area, region and State and the expected impact on them. (See Appendix B)

3. Describe proposed arrangements for required external clinical instruction, agency placement, practice teaching, internships, etc., if any (attach copy of affiliation contract and list of prospective affiliates), and how these arrangements would impact on other institutions using the same facilities, if any.

C. Need

1. Justify the need for this program for the clientele it will serve in terms of the economy and/or educational needs of the area in which it is to be located, New York State at large and, if appropriate, the nation. Is this need being met by other institutions (B-2, above)? State the extent to which such need will be met if the program is established.

2. State how the enrollment estimates projected in D-12, E-3, below were determined, i.e., what surveys were conducted.

3. If the program is designed to prepare its graduates for immediate employment, indicate potential employers of such graduates who have requested establishment of the program and their specific employment needs. Assess employment possibilities in general for graduates of the program.

4. Articulation and transfer: describe the potential for articulation of the program with the preceding level and next appropriate level of instruction.
D. Five-year projections - Resources and Costs: (State-operated Campuses complete table below. Community Colleges complete table under E. below.)

Array data with four additional year columns as per model "Year 1."

<table>
<thead>
<tr>
<th>Year 1 19-19</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total program resources required</td>
<td>FTE $</td>
</tr>
<tr>
<td>2. Source of the program funding for each year (operating budget)</td>
<td>FTE $</td>
</tr>
<tr>
<td>Reallocation within institution</td>
<td></td>
</tr>
<tr>
<td>Incremental funding</td>
<td></td>
</tr>
<tr>
<td>3. Instructional Program Staffing</td>
<td>FTE $</td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Academic Administration</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td></td>
</tr>
<tr>
<td>4. Other than Personal Service</td>
<td></td>
</tr>
<tr>
<td>Supplies and Expense</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Contractual Expenditures</td>
<td></td>
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<tr>
<td>5. Research</td>
<td></td>
</tr>
<tr>
<td>State Funds</td>
<td>$</td>
</tr>
<tr>
<td>*Federal Funds</td>
<td>$</td>
</tr>
<tr>
<td>*External Funds</td>
<td>$</td>
</tr>
</tbody>
</table>

*Memo Only
6. Extension and Public Service
   State Funds
   __________ $_____
   *Federal Funds
   __________
   *External Funds
   __________
   *Memo Only

7. Library
   Additional Staff
   __________ $_____
   Other than Personal Service
   __________
   Additional Acquisitions
   __________

8. Program Start Up Acquisitions (Library):
   Volumes
   __________
   *Initial Cost
   __________
   *Not to be confused with Additional Acquisitions

9. Student Services
   Additional Staff
   __________ $_____
   Other than Personal Service
   __________

10. Student Aid
    | TA/GA | Fellowships | Other |
    | State Funds | $____ | $____ |
    | **Federal Funds | __________ | __________ |
    | **External Funds | __________ | __________ |
    | **Tuition Waivers | __________ |
11. Additional Program Costs

Administration  $_____
Plant Maintenance  ______ FTE

**Capital Facilities  $_____
Rehabilitation

***Equipment

New Square Footage

Note:

If costs are incurred in Functions other than those noted on pages 5, 6, or 7, please include as an addendum to page 7 and include in total program resources required (D-1).

**Memo Only
***Not to be confused with New Program Equipment

12. Enrollment and Related Data

Program Majors

Total Headcount  ______
Total Annual Average FTE  ______

Since this expected enrollment may affect the future campus enrollment composition and totals, estimate the impact this program may have on campus total enrollments and the relative percentage distribution by broad discipline categories.

13. Student Credit Hours:

generated by majors taught by Faculty on Page 5  ______

generated by non-majors taught by Faculty reported on Page 5  ______

Student credit hours to be taught by existing Faculty ______
Year 1
19-19

Student credit hours to be taught by graduate teaching assistants

Total Student Credit Hours

14. Student/Faculty Ratio

E. Five-year projections - Resources and Costs: (Community Colleges complete table below.)

Year 1
19-19

1. Total program resources required

2. Source of the program funding for each year (operating budget)

   Reallocation within the institution

   Incremental funding

3. New Annual Headcount generated

   New Annual FTE generated

4. Instructional Program Staffing (Include Fringe Costs)

   Faculty

   Support

   Academic Administration

5. Other Than Personal Service

   Supplies

   New Equipment

   Contractual Expenditure
Year 1 19-19

6. Incremental Support

   New Library Acquisition $___
   New Plant Maintenance ______
   New Facility Modification ______

7. Student Services Staffing FTE $
   (Include Fringe Costs)

8. Anticipated Student/Faculty Ratio for Program ______

F. How will program quality be maintained and monitored?

   1. Describe provisions for regular program review.

   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
      accrediting process. If special accreditation will not be
      sought, explain why.

G. Append description of the course of study or content, including
   prospective catalog course descriptions.

H. Append vita of present faculty members, if any, who will
   implement the program, and an outline of qualifications deemed
   necessary for additional faculty to be recruited, if any.

I. Graduate programs: include special provisions for external
   evaluation – procedures and evaluation guidelines.

J. Append local resolutions and support documents.
Appendix A

STATE UNIVERSITY OF NEW YORK

ACADEMIC PROGRAM PROPOSAL

COVER PAGE

Campus ___________________________ Date ___________________________

Proposed Program Title ___________________________

Proposed Degree/Certificate ___________________________

HBGIS Classification and Number ___________________________

Department(s) or academic unit(s) that will offer program ___________________________

Proposed Beginning Date ___________________________

Projected number of students (headcount) ___________________________

<table>
<thead>
<tr>
<th></th>
<th>YEAR I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
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<tr>
<td>Part-time</td>
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</tbody>
</table>

Projected number of new faculty ___________________________

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<th>PT</th>
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<td>PT</td>
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</table>

Projected number of new support staff ___________________________

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<th>PT</th>
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<tr>
<td>PT</td>
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</tbody>
</table>

Existing faculty who will participate in program: ___________________________

<table>
<thead>
<tr>
<th></th>
<th>FT</th>
<th>PT</th>
<th>ADJUNCT</th>
<th>REGULAR (Tenured)</th>
<th>REGULAR (Untenured)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
<td></td>
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<tr>
<td>Associate P.</td>
<td></td>
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<tr>
<td>Assistant P.</td>
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<tr>
<td>Instructor</td>
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</tbody>
</table>

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

If special accreditation will be sought, by what group(s) and planned date(s)? ___________________________

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

Identify existing programs in related and supporting disciplines: ___________________________

<table>
<thead>
<tr>
<th>Program title</th>
<th>Students</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Program title</td>
<td>Students</td>
<td>Faculty</td>
</tr>
<tr>
<td>FT</td>
<td>PT</td>
<td>FT</td>
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</tbody>
</table>

Write a brief summary (250 words maximum) of proposal describing academic content, Structure, credits, etc. __________________________
Appendix B

STATE
UNIVERSITY
OF NEW YORK
by code number
and coordinating area

REGION I CAMPUSES
91 Alfred A. & T.
39 Brockport
20 Buffalo Center
33 Buffalo College
30 College of Ceramics
54 Cortland
79 Erie City
56 Erie North
13 Ellicottville
83 Finger Lakes
35 Fredonia
81 Geneseo
36 Geneseo
20 Health Sciences Center at Buffalo
59 Jamestown
71 Monroe
75 Niagara

REGION II CAMPUSES
40 Agriculture and Life Sciences at Cornell
15 Binghamton
53 Broome
51 Cayuga
17 College of Environmental Science and Forestry
40 College of Human Ecology at Cornell
48 College of Technology
40 College of Veterinary Medicine at Cornell
34 Cortland
94 Delhi
90 Herkimer
74 Jefferson
60 Mohawk Valley
96 Morrisville
42 Oneonta
72 Onondaga
43 Oswego
40 School of Industrial and Labor Relations at Cornell
86 Tompkins Cortland
97 Upstate Medical Center

REGION III CAMPUSES
69 Adirondack
31 Albany
98 Allegany
84 Clinton
93 Cobleskill
88 Columbia-Greene
49 Empire State College
77 Fulton-Montgomery
58 Hudson Valley
87 North Country
44 Plattsburgh
45 Potsdam
83 Schenectady

REGION IV CAMPUSES
98 Downstate Medical Center
55 Dutchess
95 Farmingdale
57 Fashion Institute of Technology
19 Health Sciences Center at Stony Brook
18 Maritime
61 Nassau
41 New Paltz
46 Old Westbury
99 Orange
63 Orange
47 Purchase
65 Rockland
19 Stony Brook
67 Suffolk
73 Sullivan
68 Ulster
70 Westchester