Date:  
August 14, 1987

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 most recent revision of the Guidelines 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 supporting information required at each stage.

This revision is a result of three years' experience with the guidelines issued November 19, 1984 (Memorandum to Presidents, Vol. 84, No. 10) and supersedes that document. Certain elements of the procedure have been further clarified, and new forms have been developed on which to provide the program summary and the five-year projection of costs and resources required for proposals for undergraduate programs. Proposals for graduate programs should continue to be prepared in accordance with the requirements outlined in Memorandum to Presidents, Vol. 85, No. 5, dated March 5, 1985, from the Office of the Vice Chancellor for Research, Graduate Studies and Professional Programs. Please note, however, that all requests for academic program action should be sent to the Vice Chancellor for Academic Programs, Policy and Planning.

This document includes the information required by the State Education Department for proposals which require Master Plan Amendments (as outlined in the Department's Memorandum to Chief Executive Officers, No. 3, dated January 15, 1976, and Memorandum to Chief Executive Officers, No. 25, dated October 16, 1978). Thus, the new guidelines address all the requirements of the State Education Department as well as the University.

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

Sherry H. Penney

Attachment
Memorandum to Presidents
August 14, 1987

This memorandum addressed to:

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

Copies for information sent to:

President Coll
Vice Provost Nesheim
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 institution's coordinating area for comments. The coordinating areas are defined in a memorandum from the Chancellor to the Presidents dated December 9, 1971 (see Appendix C). For graduate programs, the letter of intent should be shared with the presidents of all SUNY campuses granting graduate degrees.

The Vice Chancellor for Academic Programs, Policy and Planning will acknowledge receipt of the letter of intent and indicate the staff member(s) to whom it has been referred for review. The formal SUNY response will be made not sooner than 30 days from the receipt of the letter of intent in order to allow presidential colleagues to formulate comments and communicate them in writing to the initiating president with a copy to the Vice Chancellor for Academic Programs, Policy and Planning.

The letter of intent should contain the best information possible at the 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. Indicate if this program will replace any existing programs on the campus. Note if this program is entirely or primarily a restructuring based upon existing courses.

   2. Identify similar programs at other institutions, public and private, particularly in the service area and region, and, where possible, the potential impact of the proposed program on them.

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

1. Identify any special characteristics of the potential clientele for the program. Indicate the general or specific geographic locale from which you expect such students to come.

2. Describe the relationship of the proposed program to the economic and/or educational needs of the area in which it is to be located, of New York State, and, if appropriate, of the nation. In the case of high-cost, or narrowly focused, technical programs, cite actual anticipated employment opportunities where possible.

3. Estimate student demand for this program and describe how the extent of this demand was established.

D. Enrollment and Resource Issues

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Since this expected enrollment may affect the future campus enrollment composition and size, estimate the impact of the program on:

   a. Total campus enrollment;

   b. The distribution of students among major areas of study.

3. Indicate the TOTAL cost requirements for this proposed program in its first five years of operation. Include only costs associated with academic and support activities directly related to the proposed program.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Capital</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
4. What is the expected source of funding to cover the costs displayed in 3 above?

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Re-allocation</td>
<td>$___</td>
<td>$___</td>
<td>$___</td>
<td>$___</td>
</tr>
<tr>
<td>Incremental funding (new appropriations)</td>
<td>$___</td>
<td>$___</td>
<td>$___</td>
<td>$___</td>
</tr>
</tbody>
</table>

II. Formal Response to the Letter of Intent by SUNY Central Administration

A. A campus submitting a letter of intent to which there is objection from another SUNY institution will be asked to consider the issues raised, discuss them with the other campus, and convey the results of the discussion for further consideration by the Office of Academic Programs.

B. A formal response to the letter of intent may authorize proceeding with proposal development, may suggest alternative approaches, or may indicate that, at this time, the Central Administration cannot support program development. Assuming basic concurrence, additional information will be provided by SUNY Central regarding:

1. Incidence of like programs and, when available, pending letters of intent (the campus is referred as well to the monthly report of program activity, issued by the Office of Academic Programs, Policy and Planning);

2. Enrollment trends, University-wide, in the program area;

3. Campuses which have discontinued a program of this kind, if any, and the reasons for discontinuances, if known;

4. HEGIS number appropriate to the proposed program;

5. Master Plan amendment considerations, if any;

6. When the program would lead to professional licensure or certification, attitudes of Licensing agencies toward development of such programs, if known;

7. Need for any special proposal format.

C. 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 the campus intends to proceed with proposal development. Such a proposal is to be submitted within two years from the date of the response to the letter of intent, or request made for a limited extension of that
period. Proposal submission beyond that period would require submission of a new letter of intent.

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 should provide information and follow procedures outlined in the current memorandum issued by the Vice Chancellor for Research, Graduate Studies and Professional Programs. Programs involving teacher certification or other certification or licensure will follow the appropriate forms required by the State Education Department and the State University.

Five copies of all program proposals should be submitted to the Vice Chancellor for Academic Programs, Policy and Planning sufficiently in advance of the proposed initiation date. A minimum of six months is recommended.

IV. Content of the Program Proposal

A. Program Summary - See Appendix B

B. Planning Factors

1. Describe the purpose, goals, and objectives of the proposed program. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them. Note if this program replaces any existing program(s). Indicate if it is entirely or primarily a restructuring of existing courses.

2. Identify similar programs at other institutions, public and private, in the service area, region and state, and the expected impact on them.

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

C. Need

1. Justify the need for the program in terms of the clientele it will serve, the economic and/or educational needs of the area in which it is to be located, New York State and, if appropriate, the nation. If other institutions offer such programs, describe the extent and the nature of the need which remains. To what extent will remaining need be met by the initiation of this program? Describe in detail how the level of need was established.
2. State how the enrollment estimates displayed in Appendix B were determined. For example, what surveys were conducted and/or other sources of information were utilized? Specify the number of students, if any, who have indicated an explicit interest in the program.

3. Since expected enrollment may affect future campus enrollment composition and size, estimate the impact of the program on total enrollment, and the distribution of students among major fields of study.

4. If the program is designed to prepare its graduates for immediate employment, indicate the potential employers of such graduates and specify any who have requested establishment of the program. Describe their specific employment needs. Assess employment possibilities in general for graduates of the program, and the means by which this information was established. Careful assessment of employment demand, especially for narrowly focused technical programs requiring substantial resources, is critical.

5. Describe the potential for articulation of the program with the preceding and next appropriate level of instruction. List any institutions with whom articulation arrangements have been made or discussed.

D. Program Quality

1. Describe how program quality will be maintained and monitored, including provisions for regular program review, which should include evidence of student achievement, faculty performance, and placement of graduates.

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 accreditation process. If special accreditation is available and will not be sought, explain why.

E. Describe the criteria and procedures for admission of students to the proposed program and the advisement process as students proceed through the program. Indicate the means by which the admissions process shall encourage the increased participation of persons from groups historically underrepresented in such programs.

F. Append a complete outline of the course of study, including requirements and credit hours, and indicate when and how often each course will be offered over the period of time required for program completion by a student. For existing courses, include a catalog description or a copy of the current catalog. For a new course, include a syllabus or a detailed outline of the subjects covered. For fieldwork experience, describe the duration of, and arrangements for, supervision. Indicate provisions for granting credit for learning based on life and/or work experience.
G. Append vitae of present faculty members, if any, who will implement the program, and outline the qualifications deemed necessary for any additional faculty to be recruited. Indicate the faculty member's rank and whether the faculty is (will be) full-time or part-time. If now known, indicate the faculty members who are qualified to teach each course described in the major/option. Indicate who will be the program director or coordinator.

H. Describe the library resources presently available for use in the program and plans for making available additional library materials as needed.

I. Append any local resolutions and support documents.

J. If the program will involve approval of a Master Plan amendment, supply the following information:

1. A description of the geographic locale from which students in the program are expected to come.

2. An outline of the facilities and equipment required for the program.

3. A description of the relationship of the proposed program to the campus mission.

4. An indication of whether external library sources will be utilized and, if so, how. Include a description of any agreements between the campus and such library resources.

5. If the program is designed to meet institutional purposes and goals, and not to address external considerations, explain precisely how the program will do so.

K. Complete Appendix A: Resources and Costs

Append any necessary narrative regarding source of funds, capital or other special needs etc.

L. Complete Appendix B: Program Summary
APPENDIX A: FIVE YEAR PROJECTIONS - COSTS AND RESOURCES

1. TOTAL RESOURCE REQUIREMENTS

<table>
<thead>
<tr>
<th>PERSONNEL REQUIREMENTS</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Faculty Total (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Support Staff Total (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Administrative Staff (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Sum: All Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(sum 01-03)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RESOURCE REQUIREMENTS ($ in thousands)

<table>
<thead>
<tr>
<th>RESOURCE REQUIREMENTS</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Faculty Total ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 Support Staff Total ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Administrative Staff Total ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 Sum: All Personnel ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(sum 05-07)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09 Equipment ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Library Acquisitions ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Remaining &quot;Other than personal service&quot; (OTPS) ($ 000) (describe in narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Sum: All OTPS (sum 09-11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>13 Capital Expenditures ($) (describe in narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 TOTAL RESOURCE REQUIREMENTS ($) (08+12+13)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Internal Reallocation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Incremental Funding (new appropriations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 External Sources (describe in narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 TOTAL RESOURCES (sum 15-17; line 18= line 14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. INCREMENTAL RESOURCE REQUIREMENTS (From New Appropriations) Indicate only in the year required resource is initially needed.

<table>
<thead>
<tr>
<th>INCREMENTAL PERSONNEL REQUIREMENTS</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Faculty (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>(</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td>(</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Support Staff (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>(</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td>(</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Administrative Staff (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Sum: All Personnel (sum 19-21)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCREMENTAL RESOURCE REQUIREMENTS ($ 000)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>23 Faculty ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Support Staff ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Administrative Staff ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Sum: All Personnel ($ 000) (sum 23-25)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Equipment ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Library Acquisitions ($ 000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Remaining &quot;Other than personal service&quot; (OTPS) ($ 000) (describe in narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Sum: All OTPS (sum 27-29)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Capital Facilities ($ 000) (describe in narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 TOTAL INCREMENTAL RESOURCES (26+30+31; line 32=line16)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Append or describe below any necessary narrative regarding source of external funds, capital needs, special expenses etc.
APPENDIX B
State University of New York
Academic Program Proposal

PROGRAM SUMMARY

Campus ____________________________ Date ____________

Proposed Program Title ____________________________

Proposed Degree/Certificate ____________________________

HEGIS Classification Number ____________________________

Department(s) or Academic Unit(s) that will Offer Program ____________________________

Proposed Beginning Date ____________________________

Give a brief summary (250 words or less) of proposal describing purpose, academic content, structure, credits, etc. Attach additional sheet if necessary.

ENROLLMENT

Year 1 Year 2 Year 3 Year 4 Year 5

Projected number of students in program/major

Total headcount

Full-time

Part-time

Total Annual Average FTE

Anticipated Student/Faculty Ratio in Program Courses
FACULTY

Characteristics of existing faculty to be used in the initial year of the program

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Adjunct</th>
<th>Regular (tenured)</th>
<th>Regular (untenured)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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)? By what date(s)?

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

Identify existing programs on your campus in related and supporting disciplines:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>NUMBER</th>
<th>Students</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State University of New York
by coordinating area

Coordinating Area I
24 College of Technology at Alfred
  7 SUC Brockport
  3 Buffalo Center
  6 SUC Buffalo
30 College of Ceramics at Alfred
40 Corning CC
42 Erie CC
44 CC of the Finger Lakes
11 SUC Fredonia
46 Genesee CC
12 SUC Geneseo
49 Jamestown CC
52 Monroe CC
54 Niagara County CC

Coordinating Area II
31 College of Agriculture & Life Sciences at Cornell
  2 Binghamton Center
  36 Broome CC
  37 Cayuga County CC
  21 College of Environmental Science & Forestry
  32 College of Human Ecology at Cornell
  34 College of Veterinary Medicine at Cornell
  9 SUC Cortland
  27 College of Technology at Delhi
  47 Herkimer County CC
  50 Jefferson CC
  51 Mohawk Valley CC
  29 College of Agriculture & Technology at Morrisville
  15 SUC Oneonta
  56 Onondaga CC
  16 SUC Oswego
33 School of Industrial & Labor Relations at Cornell
  6 Health Science Center at Syracuse
  62 Tompkins Cortland CC
20 College of Technology at Utica/Rome

Coordinating Area III
35 Adirondack CC
  1 Albany Center
  25 College of Technology at Canton
  38 Clinton CC
  26 College of Agriculture & Technology at Cobleskill
  39 Columbia-Greene CC
  10 Empire State College
  45 Fulton-Montgomery CC
  48 Hudson Valley CC
  55 North Country CC
  17 SUC Plattsburgh
  18 SUC Potsdam
  59 Schenectady County CC

Coordinating Area IV
5 Health Science Center at Brooklyn
  41 Dutchess CC
  28 College of Technology at Farmingdale
  43 Fashion Institute of Technology
  22 Maritime College
  53 Nassau CC
  13 SUC New Paltz
  14 SUC Old Westbury
  23 College of Optometry
  57 Orange County CC
  19 SUC Purchase
  58 Rockland CC
  4 Stony Brook Center
  60 Suffolk County CC
  61 Sullivan County CC
  63 Ulster County CC
  64 Westchester CC