Flowchart for Curriculum Proposals

1. **Are you proposing a new degree or certificate?**
   - **Yes**
     - Fill out the appropriate SUNY form at: [http://system.suny.edu/academicaffairs/acaproplan/app/forms/](http://system.suny.edu/academicaffairs/acaproplan/app/forms/)
     - Some guidance can be found in the links at: [http://system.suny.edu/academicaffairs/acaproplan/app/](http://system.suny.edu/academicaffairs/acaproplan/app/)
     - Complete the ESF Signature Form for New or Major Curriculum Change and attach to the SUNY document.
     - On campus, guidance can be obtained from the Associate Provost for Instruction.
   - **No**
2. **Are you proposing a new from existing programs?**
   - **Yes**
     - Fill out the Minor Curriculum Change Form on the AAC website
   - **No**
3. **Are you proposing a major* curriculum change?**
   - **Yes**
   - **No**
*The presence of any one of the following means the change is considered major and requires use of SUNY forms and approval at the State Level.

- Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program).
- Changes in the program’s focus or design (e.g., eliminating management courses in a business administration program), including a change in the program’s major disciplinary area.
- Adding or eliminating an option or concentration
- Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience
- Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules

If none of the above changes are being proposed, the curriculum change is considered minor. Proposals for minor curriculum changes use the ESF form “Minor Curriculum Change Proposal Form” that can be found on the AAC website at

https://www.esf.edu/acadgov/aac/ccc.php