Flowchart for Determining the Appropriate Form for Curricular Proposals

1. Are you proposing a new degree or certificate?
   - Yes: Fill out the appropriate SUNY form at: [http://system.suny.edu/academic-affairs/acaproplan/app/forms/](http://system.suny.edu/academic-affairs/acaproplan/app/forms/).
   - No: See Steps for Curricular proposals on Page 3 of this document.

2. Are you proposing creating a new program from existing programs?
   - Yes: Have the Signature Form for New or Major Curriculum Change completed and attach to the SUNY documents.
   - No: Fill out the Minor Curriculum Change Form on the CoC website.

3. Are you proposing a major* curriculum change?
   - Yes: On campus, guidance can be obtained from the Associate Provost for Instruction.
   - No: See Steps for Curricular proposals on Page 3 of this document.

* See next page for issues considered major changes.
The presence of any one of the following changes means the change is considered major, and requires use of SUNY forms and approval at the State Level.

- Cumulative change from SED’s last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor’s degree programs)
- Changes in a program’s focus or design
- Changes in program title
- Adding or eliminating one or more options, concentrations or tracks
- Adding or 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, 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 CoC website at http://www.esf.edu/coc/ccc.htm.
Process for Curriculum Proposal Submission

Approval within the Department.

Determine if there are impacts on other departments. If so, obtain signatures or letters indicating that the affected departments, programs or units have been notified of this proposal and have had an opportunity to assess the impact of the proposal on their respective units.

Completion of appropriate curriculum change proposal forms (MSWord format) as described on page 1 of this document.

Document what, if any, new resources are required from the department or the College. Submit curriculum change proposal to the Provost along with documentation of resources needs.

Obtain (or not) from the Provost a signatures or a letter a) agreeing about the lack of need for additional resources from the College; or b) indicating willingness to provide the extra support to the department.

Submit to Committee on Curriculum (CoC, curriculum@esf.edu) the appropriate curriculum change form along with signatures or letters from affected departments/programs/units and the Provost. The curriculum change form should be submitted as an MSWord file with the program/department as part of the name. The signature page and letters can be scanned and submitted as pdf files named analogously.

CoC makes preliminary determination of completeness and appropriateness of documentation. Documents that are incomplete or inappropriate will be returned to the submitter.

Full review by CoC, often leading to requests for revision and/or additional explanation.

Approval (or not) by Committee on Curriculum, which brings approved proposals to Faculty Governance.

Approval (or not) by Faculty Governance

For new programs and major curricular changes, Provost sends proposal to SUNY.

Approval (or not) by SUNY and the NYS Department of Education (NYSED).

Upon approval by SUNY and NYSED, the department sends a copy of the revised catalog description to the Provost.