

Guide to starting new programs in the College of Arts and Sciences

A. The official SUNY processes:

Ultimately, the new program must be approved by SUNY and the New York Dept of Education. To ensure efficiency in constructing the new program, it is useful to consider the proposal within the context of SUNY policies and procedures.

Undergraduate programs

http://www.suny.edu/sunypp/documents.cfm?doc_id=433

or

<http://www.suny.edu/provost/ProgramReview/2003Materials/Handbook-CURRENT.doc>

Graduate programs:

http://www.suny.edu/sunypp/documents.cfm?doc_id=331#forms

and

<http://www.suny.edu/provost/ProgramReview/2005graduateguidelines.pdf>

Combined degree (eg, BA/MA programs)

see roman numeral IV of <http://www.suny.edu/provost/ProgramReview/2005graduateguidelines.pdf>

Programs seeking teacher certification:

please consult with the Director of PEP

There are two phases in the proposal to SUNY.

1. Program Announcement. After campus approval, the Provost's office submits a program announcement to SUNY. The format and content of this announcement varies depending on the program type.
2. Academic Program Proposal. After campus approval, the Provost submits various documents as defined by program type.

B. The official Stony Brook process:

<http://www.stonybrook.edu/provost/policy/Guidelines%20for%20New%20Depts.%20Progs.%20Instit.%20Schools%20and%20Colleges.doc>

Undergraduate:

Proposals for undergraduate programs should be submitted to the Dean's Office. The Dean would need to review and approve, then it goes to the A/S Senate curriculum committee who forwards it to the A/S Senate Executive Committee for further review. In most cases, the proposal is discussed by the full A/S Senate. Upon approval, the Dean forwards it to the Provost, who reviews and forwards it to University Senate Executive Committee. The UEC sends the proposal to its appropriate standing committees (eg, the Undergraduate Council and CAPRA). Upon approval, the Provost sends it to SUNY. NB: Some revisions usually occur at each stage of the process.

Graduate

After preliminary discussions with the Graduate School, proposals for graduate programs should be submitted to the CAS Dean's Office. If the Dean approves the proposal, it is sent to the Graduate Council along with the Dean's written endorsement and commitment of any critical resources mentioned in the proposal. Upon approval of the Graduate Council and review by the Graduate School, the proposal is forwarded by the Graduate School to the Provost. If approved, the Provost forwards the proposal to SUNY. Some revisions usually occur at each stage of the process.

Proposals for NEW graduate programs follow a two-stage process. First, a Letter of Intent must pass through all levels of approval described above. SUNY will circulate the Letter of Intent for 30 days to all campuses. Once the Letter of Intent is approved by SUNY, the full program Proposal can begin the same approval process. While the Letter of Intent will not normally specify the program in much detail, the full proposal does, and so the Proposal stage may entail a somewhat higher level of scrutiny, including an external review.

Combined degree proposals

would need to be reviewed in parallel according to the undergraduate and graduate processes described above. Eventual approval is contingent upon approval by each corresponding committee.

Programs seeking teacher certification:

In addition to consultation with the appropriate Dean(s) and committee(s), please consult with the Director of PEP

C. Items to submit to the CAS Dean for all proposals:

1. In addition to the items outlined on the [Provost's website](#), please submit a proposed Undergraduate or Graduate Bulletin entry, complete with (a) introductory language, (b) specific major requirements and (c) a sample course sequence. Most of this information is also required by the SUNY form.
2. Also, please submit proposals and syllabi for any new courses for the new program. Supporting forms for undergraduate courses are at this link: <http://www.stonybrook.edu/cas/curriculumcommittee/forms.shtml>
Supporting forms for graduate courses are at this link
<http://www.grad.sunysb.edu/forms/>
3. Justification and Impact
 - a. Academic justification for the new or revised program
 - b. Perceived positive and negative impact on other Stony Brook programs as a result of implementing the new or revised program. Where appropriate, provide comment from the relevant Chair or Director.
4. Detailed budget and resource requirements, including requests for new hires, anticipated enrollment trend, equipment, etc.
 - a. Start-up costs required
 - b. Estimate of ongoing costs to the department
 - c. Request for new hires
 - d. Anticipated growth in number of students for the program over the next five years.
 - e. Recruitment plan for these new students.
 - f. Impact on teaching load, courses that will need to be taught that were not originally planned or that must be expanded with new sections
5. If the program is intended to generate revenue, frame item 4 in that context

D. Timing

Under normal circumstances, the proposal process takes approximately 9-12 months, depending on the complexity of the major, whether other campuses object to the new program (in response to the Program Announcement), the volume of new proposals in the pipeline, etc. Typically speaking, it takes about 2 years before the proposal bears fruit (students).

Campus	3-6 months from when the proposal reaches the A/S Curriculum Committee or Graduate Council
SUNY	1 month
NYSED	3-6 months

Although a new program can be offered to existing students as soon as NYSED approves it, keep in mind that in order to recruit student for a major, it must be registered (approved) by NYSED. Because recruitment for students to enter a program in a Fall semester (September) begins in October/November of the previous year -- eleven months earlier -- one should expect approximately two years from the point when a program is reviewed by the A/S Curriculum Committee or Graduate Council to when students arrive on campus.