Program Alteration Proposal

Inquiry Phase

Assess Current Program

- Does this program impact other programs in the department or other departments?
- Does this program require accreditation or other professional review?

Identify Each Change and Articulate Justifications and Implications

- For each change, clearly describe why the change is being made.
- How will these changes affect the department or other programs on campus?
- How are you assuring that accreditation or other external standards are being met?
- Does change affect accreditation or other professional standard?
- How will current students be affected?
- How will potential transfer students be informed or affected?
- Check the Curriculum Guide available on-line to check major requirements and more details.

Proposal Phase

Program Alteration Proposal Materials

- Complete Alteration or Deletion of an Existing Program form.
- Complete/submit new course proposals and/or alteration of existing course proposals, if applicable, with the program alteration(s).
- Include a side by side comparison of existing program catalog text to proposed changes. If the alteration is going to be submitted to SUNY/SED, complete the program schedule form.
- Include supporting documentation from any departments affected.

Navigating the Approval Process (aka, keeping it moving)

- Make sure everything is filled out correctly and accurately.
- Know who your department/school representatives are on committees.
- Respond quickly to requests for additional information from committees.

Implementation Phase

Approval and Timeline

- Depending upon the level of review required off campus, time for approval will vary up to a year.
- You must consider how you will meet needs of existing students (and two year college students following the existing curriculum) and introduce changes. This may involve offering two versions of programs for a time if changes are significant and could affect student progress.

- Check for Committee meeting times to see when proposals may be reviewed.
- The approval process is outlined below.

Elements for Implementation

When a program is altered, the following offices are notified to ensure implementation:

- Registrar's Office must make changes in Banner
- Advisement and Transition must look at articulation tables for transfer courses
- Associate Provost for Academic Affairs office build in the College Catalog

Visit [Curriculum](#) on-line for more information.

Program Alteration Process

SUNY Cortland

Level 1 Alteration	Level 2 Alteration

Department Curriculum Committee

Department Chair

School Curriculum Committee

Dean

College Curriculum Review Committee (undergraduate courses)
or
Graduate Faculty Executive Committee (graduate courses)

Provost

Is off campus approval needed?

If program requires SUNY or SED approval.

Associate Provost submits to SUNY. SUNY will forward to SED and then inform campus of decision.

If program does not require SUNY or SED approval, move onto implementation.

Campus Implementation

- All committees/faculty informed by Provost electronic memo
- Course added to Banner System
- Course added to College Catalog
- CAPP Changes as appropriate