Undergraduate Academic Program Development
Revision: New From Existing Checklist
(September 2020)

The "new from existing" program must be based entirely on existing courses from an option, concentration, or track in a registered program. As always, institutions can only advertise and offer a program as it is currently registered. SUNY does not require a program announcement of letter of intent to submit a "new from existing" program.

Step	Date Completed
Idea Consideration Phase	
Faculty work with Department Chair to discuss new academic program.	
Department Chair proposes concept to Dean. Dean approves the concept and informs OAA of new from existing concept approval.	
OAA notifies the Senate Chair of the new program being developed.	
Department Chair requests environment scan data from Decision Support.	

Step	Date Completed
Proposal Phase	
Faculty team completes SUNY Form 3B. Department Chair and faculty approves the proposal.	
Dean approves the proposal and submits to OAA for review.	
Vice Provost for Academic Affairs approves. Vice Provost consults with DARs and CUP Co-Chairs for technical feedback.	
OAA posts the proposal for 30-day internal ESC comment period; submits SUNY Form 3B to CUP; notifies the Provost and Registrar.	
CUP does an initial review and CUP members will send to constituency for feedback. CUP will also notify Senate Chair.	
CUP approves and returns the proposal to OAA. CUP notifies the Senate Chair of the approval and announces at the next Senate meeting	
Office of the Registrar begins the implementation process (in anticipation of SUNY and NYSED approval).	
Provost reviews and OAA obtains signature from the President and submits to SUNY.	
SUNY reviews and upon approval, forwards to NYSED	
NYSED reviews, approves, and registers new program. NYSED notifies the President's Office.	
Senate Chair, Office of Registrar, and Office of Communications and Marketing are notified of NYSED registration of new program	