

Undergraduate Academic Program Development New Degree Program Checklist (September 2020)

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 program concept approval.	
OAA notifies the Senate Chair of the new program being developed.	
Department Chair requests environment scan data from Decision Support.	
Concept Phase	
Faculty team develops and completes SUNY Form 1A and Undergraduate Degree Concept Supplemental Form . Both forms are submitted to Department Chair.	
Department Chair approves the forms and submits to the Dean.	
Dean reviews, approves, and submits forms to OAA.	
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 1A and Concept Supplemental Form to CUP; notifies the Provost and Registrar.	
CUP reviews and upon approval, sends all forms to Senate Chair (OAA is copied).	
Senate reviews and upon approval; returns proposal to OAA	
OAA sends to Provost for review and approval.	
OAA submits SUNY Form 1A only to SUNY. SUNY posts system wide for 30 day comment period.	
OAA sends SUNY Form 2A to the Department Chair with a request for a list of 5 external reviewer candidates.*	
Proposal Phase	
Upon SUNY approval of the program concept, OAA submits the list of external reviewer candidates to SUNY for consideration	
Faculty team completes form SUNY Form 2A and submits to the Department Chair. Prior to submission to the Dean, it is recommended to share with DARs and CUP Co-Chairs for technical feedback.	

Dean approves the proposal.**	
Proposal submitted to OAA for review.	
Vice Provost of Academic Affairs approves	
Office of the Registrar begins the implementation process.	
OAA notifies CUP Chair/Senate Chair to announce pending submission of SUNY Form 2A to SUNY at the next Senate meeting	
Provost reviews and OAA obtains signature from the President and submits to SUNY.	
SUNY reviews and upon approval, sends to NYSED.	
NYSED reviews, approves, registers the program. NYSED notifies the President's Office upon registration.	
Senate Chair, Office of Registrar, Dean, and Office of Communications and Marketing is notified of NYSED registration of new program.	

External Review Phase*
Site visit scheduled and completed
Reviewer reports are received
Faculty team writes a formal response and edits the proposal as needed; submits to OPD

* SUNY requires external evaluation of all proposed bachelor's degree programs, and may request an evaluation for a proposed associate degree or certificate program in a new or emerging field or for other reasons.

** It is best practice to conduct the external review after the Dean approves.