Guide to Academic Program Planning

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Preface

Purposes of Academic Program Planning

Planning for credit-bearing academic programs at the State University of New York (SUNY) is a multi-step process that rests on the foundation of faculty responsibility for academic content and quality. It is designed to ensure that academic programs:

- reflect shared governance decisions made on each campus;
- are consistent with each campus' mission;
- are aligned with SUNY's mission, strategic goals, policies and procedures;
- meet New York State and other external requirements and needs;
- avoid unnecessary duplication and costs; and
- benefit from opportunities for coordination and collaboration within SUNY.

Planning Levels

Three levels of planning apply to new and significantly revised academic programs:

- local campus governance;
- the SUNY Provost, on behalf of the SUNY Board of Trustees; and
- the New York State Education Department (SED), on behalf of the Board of Regents of the University of the State of New York (the State's governmental umbrella for all public and independent educational institutions in the State).

In addition, for academic program plans that involve major changes for an institution – such as a new degree, a new level of study, or a new branch campus – direct approval by the SUNY Board of Trustees, the Board of Regents, and the Governor may be needed.

Purpose of This Guide

This guide provides a brief overview of academic program planning for faculty, academic administrators and others who are involved in creating, revising, suspending or terminating credit-bearing academic programs and non-credit certificates in licensure areas. It complements SUNY academic program planning forms, available at http://system.suny.edu/academic-affairs/acaproplan/app/forms/ , which contain more detailed information and instructions about SUNY's academic policies and priorities as well as SED's requirements. Occasionally, this guide will be updated to amplify and clarify explanations.

Questions and Comments

Questions and comments about this guide and SUNY academic program planning forms – as well as requests for advice about academic program plans – should be electronic and addressed to the appropriate Campus Reviewer or to program.review@suny.edu.

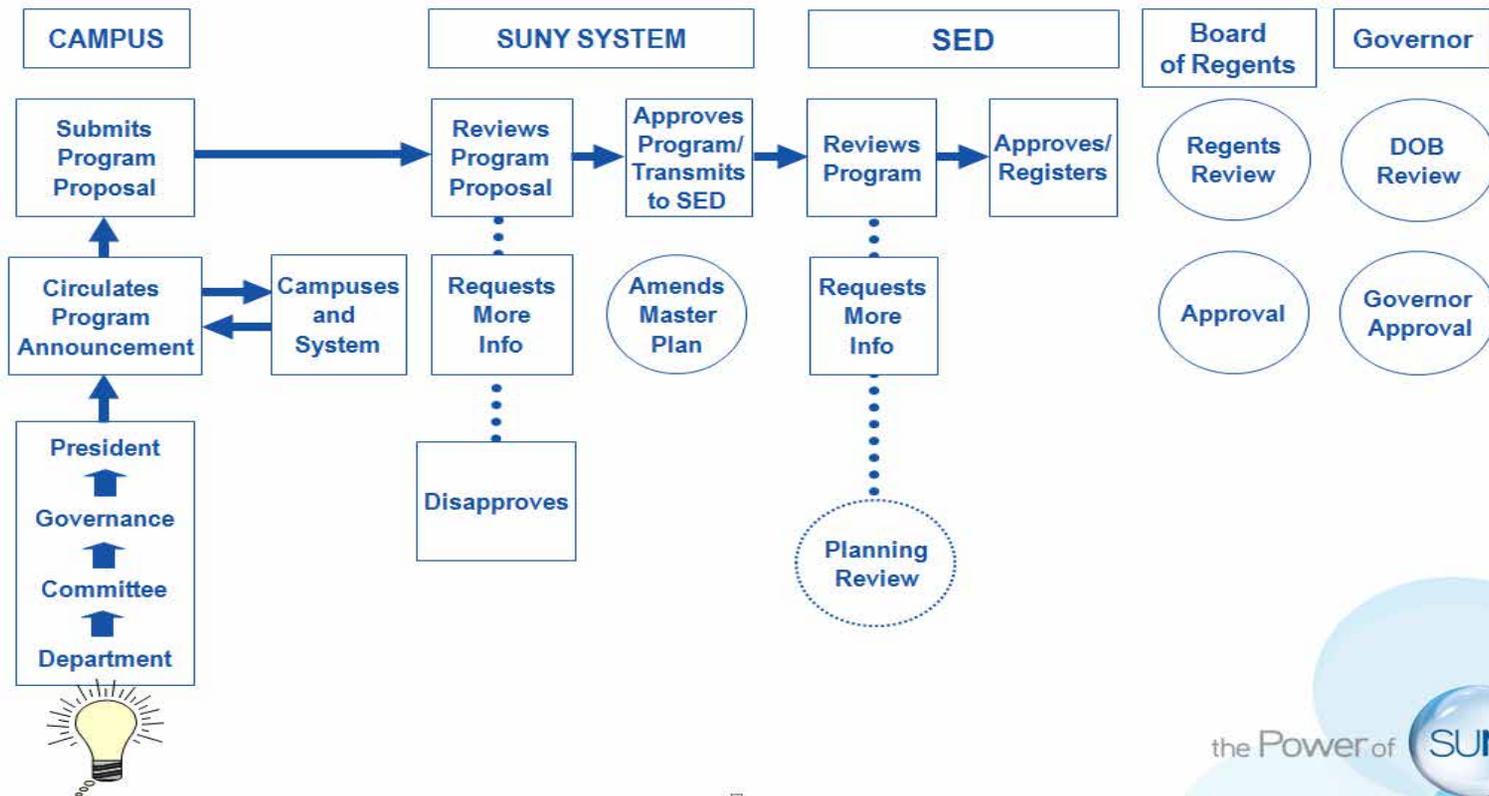# Part 1: **Overview of Academic Program Planning**

Translating faculty ideas for a new or revised academic program into a program registered by the State Education Department (SED) that can be promoted and offered to students requires multiple steps.
- For new program proposals, steps 1-5 apply.
- For program revisions, deactivations and discontinuances, steps 1 and 3-5 apply.
- For programs offered outside of New York State, steps 1- 4 apply.

1. CAMPUS PLANNING. The process begins with faculty and proceeds through all appropriate levels of campus review, including shared governance processes, as illustrated in the bottom left corner of Figure A on the following page.

2. ANNOUNCEMENT AND COMMENT PERIOD. Once a plan for a **new program** is approved on campus, the campus Chief Executive Officer (CEO) or Chief Academic Officer (CAO) announces the plan by sending the SUNY Provost a **Program Announcement (PA)** for a new undergraduate degree program or a **Letter of Intent (LI)** for a new graduate degree program. (A new program that involves providing at least 50% of an existing, registered program at an out-of-state location in the U.S. or abroad requires an **Out-of-State version of a PA or LI)**. When needed, the SUNY Provost or designee works with the campus to revise the PA or LI until is ready for dissemination. Once ready, new program plans are announced to other SUNY campuses for a 30-day comment period that enables the campuses to offer suggestions or express concerns to the proposing campus and SUNY Provost.

3. PROGRAM PROPOSAL. When the comment period ends for a PA, or when the SUNY Provost sends an approval letter for an LI, and after any concerns from other campuses have been addressed, a campus may submit a **Program Proposal** (PP) with any required supplements to the SUNY Provost. The completed SUNY PP forms for new programs leading to bachelor's or graduate degrees must be accompanied by reports from at least two **SUNY-approved external evaluators**, which campuses select in consultation with the SUNY Provost's Office, and an **institutional response** to those reports. Unless requested by the SUNY Provost, external evaluation is not required for programs leading to associate degrees or certificates.

4. SUNY APPROVAL. The SUNY Provost's Office works with the campus until a PP for a new program – or a revision, deactivation or discontinuance of an existing program – is approved, withdrawn or disapproved. Generally, the SUNY Provost's Office sends an approved PP to SED with a **request for registration action**. However, if a proposal requires a new **Degree Authorization** because it involves a new award for a campus, or requires a **Master Plan Amendment** (MPA) because it involves a new level of study, a new disciplinary area, or a new branch campus, the proposal is approved by the SUNY Board of Trustees before it goes to SED.

5. SED REGISTRATION. SED works with the SUNY Provost's office and the campus until a new program is **registered on the *Inventory of Registered Programs***, or a PP is withdrawn by the campus or denied registration. SED regulations do not allow a campus to promote or enroll students in an academic program until the program is registered. Before registration, the Board of Regents must approve a Degree Authorization, and both the Board of Regents and the Governor must approve a Master Plan Amendment.

Figure A. Academic Program Development/Review Process

SUNY The State University of New York

Program Development/Review Process

CAMPUS	SUNY SYSTEM	SED	Board of Regents	Governor

Submits Program Proposal → Reviews Program Proposal → Approves Program/ Transmits to SED → Reviews Program → Approves/ Registers

Regents Review

DOB Review

Circulates Program Announcement ⇄ Campuses and System

Requests More Info

Amends Master Plan

Requests More Info

Approval

Governor Approval

President
Governance
Committee
Department

Disapproves

Planning Review

the Power of SUNY

Part 2: **Academic Program Planning Forms**

The following forms apply to all programs except those leading to New York State certification for classroom teachers, school or districts leaders, or pupil personnel services professionals. Special forms and guidance apply to those programs.

New Programs	
1A. *Program Announcement (PA)* 1B. *Letter of Intent (LI)*	Announce intent to propose a new undergraduate degree program with a PA or graduate program with an LI for a 30-day intra-SUNY comment period before submitting a *Program Proposal*.
2A. *New Undergraduate Degree Program Proposal* 2B. *New Graduate Degree Program Proposal* 2C. *New Certificate Program Proposal*	Propose a new academic program, using supplements as applicable. **SUNY Supplements:** 2D. *External Evaluation Report* 2E. *External Instruction Form* 2F. *Transfer Course Equivalency Table* 4. *Distance Education Format Proposal* (Same as for existing programs.) **SED Supplements:** • *MPA. SED Master Plan Amendment Form* • *As applicable, specialized forms required by SED's Office of Professions*
Existing Programs	
3A. *Program Revision Proposal: Changes to an Existing Program* 3B. *Program Revision Proposal: Creating a New Program from Existing Programs*	Propose changes to a registered program, or create a new program from an existing program (e.g., a new multi-award and/or multi-institution program or a new program from a track or concentration). This form applies to all programs, including those leading to New York State certification.
4. *Distance Education Format Proposal*	Propose to add the distance education format to a new or existing program.
5. *Deactivation and/or Discontinuance Proposal*	Propose to deactivate (suspend new enrollment for up to 3 years) and/or to discontinue (terminate) a registered program.
6. *New Extension Center Proposal*	Propose to offer courses from one or more registered programs at a new Extension Center.
7. *Out-of-State Program Announcement or Letter of Intent*	Announce intent to offer 50% or more of an existing registered program at an out-of-state location for a 30-day intra-SUNY comment period before submitting an out-of-state program proposal.
8A. *Out-of-State Program Proposal* 8B. *Out-of-State Articulation Agreement with Partner Institution (Short Form)*	Propose to offer 50% or more of an existing registered program at an out-of-state location, or through an out-of-state partner.
9. *SUNY Seamless Transfer Requirements: Waiver Request*	Request a waiver of SUNY Seamless Transfer Requirements. This form may be used for both proposed new programs and existing programs.

Part 3: **Announcing Plans for a New Program**

After campus planning is complete, a campus announces its plan to offer a new program at a home campus or a branch campus in New York State. A similar announcement process applies when a campus seeks to offer 50% or more of an existing, registered program (offered in New York State) at a location outside New York State – in the U.S. or abroad – except that different forms must be used for out-of-state locations , as explained in Part 7 of this guide.

1. SCOPE. Before submitting a proposal for a new program that leads to a degree, a campus CEO or CAO must send a signed cover letter and Program Announcement (PA) or a Letter of Intent (LI) to the SUNY Provost at program.review@suny.edu. Unless requested by the SUNY Provost, a PA or LI is not required for a program leading to an undergraduate certificate, a graduate-level advanced certificate (also called a certificate of advanced study), a new program being created from existing registered programs (e.g., multi-award programs and/or multi-institution programs), or a new program being created from a track, specialization, or concentration in a registered program.

2. SUNY PROVOST REVIEW. The SUNY Provost's Office reviews each PA and LI for accuracy and completeness, as well as for substantive issues, such as alignment with campus mission and SUNY policy, and it requests changes when needed.

3. PUBLICATION FOR COMMENTS. Once it accepts a PA or LI, the SUNY Provost's Office sends the electronic document to the SUNY Program Review listserv in a weekly *Program Review Update,* which starts a 30-day comment period. The listserv includes all campus CEOs, CAOs and others upon request.

4. COMMENTS FROM OTHER CAMPUSES. If the CEO of an interested campus wishes to comment on a PA or LI, comments must be sent within 30 days of the PA's or LI's publicatio*n in the Program Review Update*. A letter with comments is addressed to the CEO of the proposing campus, with a copy to the SUNY Provost at program.review@suny.edu. Comments may include advice and suggestions about possible articulation opportunities, enrollment trends in related programs, and opportunities for cooperation, as well as concerns or objections. The proposing campus is responsible for resolving any concerns that may have been expressed by other campuses, in consultation with those campuses and, as needed, the SUNY Provost's Office.

5. WHEN THE COMMENT PERIOD ENDS. Once the 30-day comment period for a PA ends, and any concerns and/or objections from other campuses have been resolved to the satisfaction of the SUNY Provost Office, a campus may either send the appropriate *New Program Proposa*l to the SUNY Provost at program.review@suny.edu, or, when external evaluation is required, seek approval for external reviewers (see Part 4 of this guide), and then begin the next steps. In contrast, when the comment period for an LI concludes, the campus must receive an approval letter from the SUNY Provost's Office before it can begin the next steps of selecting external evaluators and submitting a PP.

6. TIMELINES. A PA expires one year after its publication in the *Program Review Update.* An LI expires two years after the date of the approval letter from the SUNY Provost's Office. If the proposing campus fails to submit a PP to the SUNY Provost before a PA or LI expires, the campus must submit another PA or LI to start the process again. Under special circumstances, the SUNY Provost's Office may grant an extension to the expiration date.

Part 4: **External Evaluation and Institutional Response**

1. SCOPE. SUNY requires campus-funded, on-site evaluations based on the SUNY [External Evaluation Report](#) by at least two SUNY-approved external evaluators for each proposed new academic program leading to:
   - an associate's degree in a new or emerging field, as determined by the SUNY Provost's Office;
   - a bachelor's degree;
   - a graduate degree; and
   - for new programs *at any level* where part of the instruction will be offered by an entity without authority to grant a degree.

2. EVALUATORS. After a PA comment period ends, or upon receipt of an LI approval letter from the SUNY Provost's Office, a campus sends the names and curricula vitae for three to five proposed external evaluators to the appropriate Campus Reviewer at program.review@suny.edu and requests approval of two of them. The campus may express its preferences. In certain circumstances, such as interdisciplinary degree programs, campuses may be required to submit reports from more than two evaluators.   Each external evaluator is expected:
   - to possess significant expertise in the discipline of the proposed program;
   - not to have personal or professional relationships with campus personnel that are, or could be considered to be, or appear to be, a conflict of interest; and
   - to be employed by a peer academic or professional institution, which is generally expected to be from outside New York State, although one evaluator should be from an in-state institution for a program leading to professional licensure to provide expertise on New York State's licensure requirements. If the potential reviewer is associated with a SUNY institution(as a current and/or former graduate/employee), please provide a brief description to indicate how this association does not pose a conflict of interest.

3. EXTERNAL EVALUATION. Once external evaluators have been approved by the SUNY Provost's Office, the campus sends each of them a draft PP with a blank copy of the SUNY [External Evaluation Report](#), and arranges for them to visit the campus and relevant other locations. Upon completion of the evaluation, each evaluator emails his/her separate and signed report to the campus.

4. INSTITUTIONAL RESPONSE. The campus prepares a single Institutional Response to all external evaluator's reports that explains how the proposal was revised to incorporate suggestions from the evaluators, or why suggestions were not incorporated. The response should address all of the evaluators' concerns and recommendations, indicating those that have been adopted, or will be adopted, or the reasons why they should not be adopted. The response must be an <u>institutional</u> response that demonstrates a strong institutional commitment to the program. If the Institutional Response involves substantive alterations to the program's curriculum or other information as a result of the evaluators' recommendations, the proposal submitted to the SUNY Provost should be an updated version that incorporates all such changes. This updated version will comprise the baseline proposal to which future revisions are understood to apply.

5. SUBMISSION TO SUNY PROVOST. The campus submits each of the original, signed External Evaluator Reports and the Institutional Response as part of its PP submission to the SUNY Provost. As instructions on the *New Program Proposal* forms indicate, Evaluator Reports and the Institutional Response should be in the same file as the overall PP for graduate level PPs, but should be sent as a separate file for undergraduate PPs.

Part 5: **Program Proposals**

The preparation of a PP for a new or revised programrequires time and attention, as faculty and others inevitably find themselves coordinating information from multiple sources and anticipating the needs of multiple audiences, including reviewers on campus, at the SUNY Provost's Office and at SED.

1. CONSULTATION. Each campus' assigned Campus Reviewer is available to discuss program planning with faculty and/or academic administrators. Before a PP is submitted, consultation is informal via email and/or phone. Once a PP is submitted, all correspondence should be sent to program.review@suny.edu, with a copy to the reviewer and the program title in the subject line, so that it can be archived with other materials relating to the program.

2. COVER LETTER. The cover letter to the SUNY Provost that transmits a PP should briefly summarize the proposal and the reasons for it, and be signed (or e-signed) by the campus CEO or CAO.   A proposal without a signed cover letter is considered incomplete and will not be accepted.

3. SELECTING THE APPROPRIATE FORMS. Part 2 of this guide contains a list of all forms for SUNY campuses and the purpose of each one. It is important to use all appropriate forms, including supplements, for each PP. For example, if a program (other than one leading to certification) requires external instruction, such as a required off-campus internship, the PP must include a completed *External Instruction* form.

4. PROGRAMS LEADING TO CERTIFICATION. Programs leading to certification for classroom teachers, school or district leaders, or pupil personnel services professionals require the use of special forms aligned with SUNY and SED requirements. SED reviews all PPs for these programs based on requirements in Part 52.21 of the Regulations of the Commissioner of Education, which can be found at http://www.highered.nysed.gov/tcert/regulations.html.

5. PROGRAMS LEADING TO PROFESSIONAL LICENSURE. SED reviews each PP for a program leading to professional licensure in terms of the applicable section of Part 52 of the Regulations of the Commissioner of Education, which can be found in the resources for each profession at http://www.op.nysed.gov/prof/.   No special forms are required unless noted at http://www.highered.nysed.gov/ocue/aipr/register.html.

6. COMPLETED FORMS. Campus responses to each applicable item on the academic program planning forms should provide the information requested as completely, succinctly and clearly as possible. All acronyms and abbreviations should be defined. The response to inapplicable items can be "N/A" or "Not Applicable." Instructions and notes embedded in a form – and any inapplicable tables in a form – may be deleted, but each form's original item numbering should be preserved to keep the form aligned with SED forms.

7. CAMPUS REVIEW. Careful review and revision of a draft PP at the campus level can prevent unnecessary delays in SUNY and SED reviews. Campus reviews should ensure that all applicable items have responses; that all responses are accurate, complete and clear; and that all required information is part of the proposal and easy for reviewers to find.

8. SUNY REVIEW. The assigned Campus Reviewer will work with the contact people on campus, as needed, until the program is approvable, withdrawn or denied approval. Each PP is reviewed in terms of SUNY policy and priorities as well as mission, market and quality.

9. TRACKING. When the SUNY Provost's Office approves a PP, a copy of the Provost's approval letter to SED is emailed to the requesting campus' CEO, CAO and the SUNY Campus Reviewer so that the PP's status can be tracked over time. When SED registers a program, it sends the registration letter to the SUNY Provost, with copies to the campus president and the SUNY reviewer,

10. RESPONDING TO FEEDBACK FROM SED. If an SED reviewer reaches out to a campus directly with questions or requests for additional information, the campus should forward the inquiry to program.review@suny.edu, with a copy to the Campus Reviewer. Similarly, the campus should send its response to SED, program.review@suny.edu and the Campus Reviewer, so that the SUNY Provost's Office may track the progress of each PP and archive the correspondence.

11. TIMELINES. SUNY Campus Reviewers usually respond to a PP for a new program within 60 days and a PP for other actions within 30 days.

Part 6: **Changing Existing Programs**

SUNY campuses periodically change a registered academic program, following their local governance procedures. However, in the cases listed below, program changes must not take effect until they have SUNY approval and are registered by SED.   In these cases, a campus must submit a cover letter and the appropriate program revision form, both signed by the Chief Executive Officer or Chief Academic Officer, to the SUNY Provost at program.review@suny.edu.

- The *Program Revision Proposal: Changes to Existing Programs* is for changes that do not result in the creation of a new program.
- The *Program Revision Proposal: Creating a New Program from Existing Programs* is for changes that result in a new program, such as a multi-award and/or multi-institution program, or a new program from a track in an existing program, sometimes called "disaggregation."

CHANGES REQUIRING SUNY APPROVAL AND SED REGISTRATION

Campuses must receive SUNY and SED approval for any of the following:

Changes in Program Content

1. **Any** of the following substantive changes:
    - Cumulative change from the last SED approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program, regardless of actual program credit requirements)*
    - Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area*
    - Adding or eliminating one or more options, concentrations or tracks
    - Adding or eliminating a requirement for completion, including an internship, clinical placement, cooperative education, or other work- or field-based experience
    - Altering the liberal arts and sciences (LAS) content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules.

Other Changes*

2. Program title
3. Program award (e.g., change in degree from B.A. to B.S.)
4. *Mode of delivery**
5. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
6. A change in the total number of credits of an undergraduate certificate or a graduate advanced certificate program
7. **Any change** to a registered program leading to professional licensure, or the addition of licensure qualification to an existing program, **except** that changes to courses or credits that do not satisfy one of the required content areas in the profession do not need SUNY approval and SED registration unless required by one of the other categories above.

Establishing New Programs Based on Existing Registered Programs

8. Creating a multi-award (M/A) program, also known as a dual-degree program, from existing registered programs
9. Creating a multi-institution (M/I) program, also known as a jointly registered program or joint degree, from existing registered programs at two or more institutions
10. Creating a new program from an option, concentration, or track in an existing registered program

*NOTES:

- *Each campus must have a **process for keeping track of cumulative changes** to each of its registered program. When the cumulative changes equate to one-third of the minimum credits required for the award the campus must submit a revision proposal to SUNY.*
- *To **count credits for revision purposes**, each replacement of one course for another is considered to be one change. For example, eliminating one 3-credit course and replacing it with a new 3-credit course should be counted as a 3-credit change.*
- *Establishing an existing program at **a branch campus** is <u>not</u> a revision; it requires registration of a new program.*
- *If a **format change** enables students to complete 50% or more of the program via **distance education**, a <u>Distance Education Format Proposal</u> must be submitted as part of the revision proposal.*
- ***Changing a program's major disciplinary area** would require a <u>Master Plan Amendment (MPA)</u> if the campus is not already authorized to offer programs in that new disciplinary area.*
- ***Changing an award** would require a Degree Authorization if the campus is not already authorized to offer the new degree.*
- ***Deactivation** of a program (i.e., suspending new enrollment for up to three years) only requires SUNY approval, based on a campus request with a <u>Deactivation and/or Discontinuance Proposal</u>.*
- ***Discontinuance** of a program requires SUNY approval, after which SED will remove it from the Inventory of Registered programs. SUNY campuses should use the SUNY <u>Deactivation and/or Discontinuance Proposal</u>, not the Program Proposal Revision form, to propose to discontinue a program.*

TRANSITION ISSUES

- EFFECTIVE DATES. When a program change is registered by SED, students who are already enrolled in the existing program must be able to complete the program as it was configured when they started it, although they may be given the option of completing the revised program if they wish. A "placeholder program" should be requested in the PP to allow enrolled students to finish the original program. The revised program generally applies only to new students entering it after the revision has been registered.

- SED PROGRAM CODES. On the *Inventory of Registered Programs*, when changes are made to an existing program, SED usually uses the existing SED Program Code for the revised program, and assigns a "placeholder code" to the version of the program that is being phased out until continuing students can complete it. Campus preferences for SED Program Codes should be stated in the PP when a program revision involves creating new programs from tracks or concentrations in an existing registered program and the existing program code can only be applied to one of the newly created programs. The program's history remains with the existing program code.

<h1 style="text-align:center">Part 7: **Off-Campus Locations**</h1>

Off-campus locations for offering credit-bearing courses in New York State are governed by state laws, regulations and policies, as well as SUNY policies.

A. Locations in New York State

1. Definitions

Credit-bearing instruction offered at an off-campus location in New York State is governed by Part 54 of the Regulations of the Commission of Education and SUNY policies. Regulations define each off-campus location in New York State as follows:

- An **Extension Site** or **Interinstitutional Site** is defined as having no complete programs AND 15 or fewer courses for credit AND 350 or fewer course registrations for credit in any academic year.
- An **Extension Center** or **Interinstitutional Center** is defined as having no complete programs AND more than 15 courses for credit OR more than 350 course registrations in any academic year.
- A **Branch Campus** (or Interinstitutional Program) is defined as a separate institution offering one or more registered programs leading to a certificate or degree, and any number of courses and course registrations per academic year.

Exempted from Commissioner's Regulations are (1) locations in New York State in which the Federal government has asserted exclusive jurisdiction; (2) external instruction locations (e.g., clinical or field placements) for courses in a registered program; (3) locations in secondary schools where courses in a registered program are offered to secondary school students; (4) locations in correctional facilities; (5) locations on the territory of a Native American reservation; (6) other locations approved by the Commissioner; and (7) locations outside New York State.

2. Procedures for New Locations

a. Extension Site in New York State

Community Colleges. SUNY policy permits a community college to create an extension site at any location in its Service Area without consultation with other campuses or the SUNY Provost, but requires a community college to seek SUNY approval to offer instruction outside its Service Area. (Community college extension sites in counties where Colleges of Technology are located are usually not approved by SUNY.)

State-Operated Campuses. These campuses do not have designated service areas. They are guided by SUNY policy and procedures for off-campus instruction, which requires them to send plans for a new extension site location the CEO of each SUNY campus in the new location's geographic region to seek their support, advice, and/or concerns. Plans for new extension sites that are sent to regional CEOs should include:
1. The name and address of the proposed location(s);

2. The numbers and names of all credit-bearing courses to be offered at the location(s);
3. The titles and awards of the registered programs to which the above courses can be applied;
4. The number of courses expected to be offered in Academic Year 1 (July 1-June 30) and by Academic Year 5 at the location(s); and
5. The number of course registrations (i.e., duplicated counts of students based on the number of courses in which they are enrolled) at the location(s) expected in Academic Year 1 and by Academic Year 5.

When any concerns expressed by other campuses cannot be resolved by the parties, the concerns may be brought to the attention of the SUNY Provost at program.review@suny.edu.

b. Extension Center in New York State

For a planned new Extension Center, a campus follows the Extension Site procedures, above, and then submits a *New Extension Center Proposal* to the SUNY Provost at program.review@suny.edu that includes a summary of the consultation process and its results. A new Extension Center must be approved by the SUNY Provost and registered by SED, which may conduct a site visit.

c. Branch Campus in New York State

To announce its intent to offer one or more programs at a new branch campus in New York State, a campus must submit a SUNY *Program Announcement (PA)* or *Letter of Intent (LI)* to the SUNY Provost at program.review@suny.edu. Once the comment period has ended and the campus is authorized to proceed, the campus prepares and submits to the SUNY Provost a *New Program Proposal* for each program to be offered at the new branch (with External Evaluation Reports, when required) , and a *Master Plan Amendment (MPA)* form for the proposed branch as a whole and for each new program to be offered there. Once the SUNY Provost's Office approves the entire proposal, the SUNY Board of Trustees is asked to approve it. Then, the SUNY Provost's Office seeks approval from SED, which reviews the proposal, conducts a site visit at the proposed branch with a team of peer reviewers, and conducts a canvass of regional public and private institutions. After SED approves the branch, the proposal is brought to the Board of Regents. Once approved by the Regents, the proposal goes to the Governor for final approval. Only then does SED register the branch and its programs.

B. Locations Outside New York State

Credit-bearing instruction offered outside New York State by SUNY campuses –whether in other U.S. states or territories, or in other nations – is governed by the SUNY policy on offering credit-bearing programs at out-of-state locations.   A campus begins by submitting to the SUNY Provost at program.review@suny.edu a signed cover letter and completed SUNY *Out-of-State Letter of Intent (LI) or Program Announcement (PA)* form to announce its intent to offer an existing registered program at a new out-of-state location for an intra-SUNY comment period. After the SUNY Provost authorizes the campus to proceed, the campus submits a signed cover letter and *Out-of-State Program Proposal* – either the full form or the short form, depending on the proposal – to the SUNY Provost at program.review@suny.edu, with all applicable attachments and supplements. SUNY approval is required for a program to be offered at an out-of-state location, but SED registration is not required.

C. Other Issues for New Off-Campus Locations

1. SIRIS Reporting

Campus data submitted to the SUNY Institutional Research and Information System (SIRIS) Term-Section file must reflect off-campus locations.

2. Middle States Substantive Change Process

Each new off-campus location must be recognized through the substantive change process of the Middle States Commission on Higher Education (MSCHE), also called the Mid-Atlantic Regional Commission on Higher Education (MARCHE). MSCHE/MARCHE uses definitions for locations that differ from New York State's and SUNY's definitions. See http://www.msche.org/documents/P6A-2-SubChangePolicyRev042613.pdf.

3. SED Higher Education Data System Reporting

A campus must report new locations to the State Education Department's Higher Education Data System (HEDS) when the *HEDS-8 Inventory of Off-Campus Locations* survey is conducted. See http://www.highered.nysed.gov/oris/forms/.

Part 8: New Degrees

The Board of Regents governs the degrees that can be conferred in New York State. When a SUNY campus seeks approval to confer a new degree (i.e., a new award for an academic program), the procedure depends on whether the campus is already authorized to offer a degree at the same level of study and in the same disciplinary area, as defined by SED.

- Levels of study are Associate, Baccalaureate, Master's, First-Professional and Doctoral.
- Disciplinary areas are Agriculture, Biological Sciences, Business, Education, Engineering, Fine Arts, Health Professions, Humanities, Physical Sciences and Social Sciences.

To **register a new degree at an <u>existing level of study</u> and in an existing disciplinary area**, the following steps are required.

1. A campus submits a PA or LI to the SUNY Provost.
2. When authorized, the campus submits the following to the SUNY Provost:
   - A Program Proposal (PP);
   - Appropriate supplements for the PP (Master Plan Amendment is not required); and
   - A draft resolution for Degree Authorization by the SUNY Board of Trustees, which will be finalized in partnership with the Campus Reviewer.
3. When the PP is approved by the SUNY Provost, the SUNY Chancellor sends the final resolution for Degree Authorization to the SUNY Board of Trustees for adoption. Once the SUNY Board adopts the resolution, the SUNY Provost sends both the PP and the resolution to SED.
4. When SED approves the PP and Degree Authorization, it seeks approval from the Board of Regents for the Degree Authorization, which enables SED to register the new program and the new degree.

To **register a new degree at <u>a new level of study</u>**, the same process applies, except that the campus must prepare additional information to accompany its PP. Because a Master Plan Amendment is needed, the Governor's approval is required before SED can register the new degree.

1. The campus must prepare and submit an Institutional Self-Study that assesses, using SED criteria, its readiness to offer a degree at a new level.
2. The campus must submit individual *External Evaluation Reports* from SUNY-approved external evaluators that have reviewed the PP and Self-Study and conducted a site visit to assess readiness based on SED criteria.
3. The campus must submit a *Master Plan Amendment* supplement.

Registering a program in a new disciplinary area, regardless of award or level of study, requires a Master Plan Amendment.

Part 9: Master Plan Amendments

What is a Master Plan?

Within the context of SUNY's statutory mission and strategic plan, SUNY institutions state their mission, goals, and objectives in their campus strategic plans. Those plans generally describe the institution's philosophy, purposes, and direction; the characteristics of the people it seeks to serve; the level and range of programs it offers; the research it conducts; the services it provides; and its strategic goals for the foreseeable future.

Each SUNY institution also has an official Master Plan that is recorded in SED's *Inventory of Registered Programs.* This Master Plan is the official record of the institution's approved academic mission, which consists of the levels of study (i.e., associate, baccalaureate, first-professional, master's, and doctoral) it is authorized to offer, and in which of the ten disciplinary areas in the New York State taxonomy of academic programs it is authorized to offer degree programs at each level of study. The authorized disciplinary areas for each institution are revealed by the Higher Education General Information Survey (HEGIS) Code for its registered programs, since each such code can be linked to one of the ten disciplinary areas in the New York State taxonomy.

What is a Master Plan Amendment?

When a SUNY institution seeks to expand its academic mission (e.g., by offering a degree at a new level of study or in a new disciplinary area, or by opening a branch campus to offer entire programs), it must submit a Master Plan Amendment application for review and approval by the SUNY Board of Trustees, SED, the Board of Regents and the Governor. After approval by these bodies, SED must register an amendment to an institution's Master Plan before the institution can undertake the proposed activities. The main purpose of this process is to permit public review of significant changes in an institution's academic mission.

When is a Master Plan or Master Plan Amendment required?

Approval by the SUNY Board of Trustees and New York State Board of Regents is required for the first Master Plan at a new institution, and for an amendment to an existing Master Plan, in the following instances for degree programs, unless an exception exists:
- An institution's initial authorization to award a degree (i.e., a new college);
- An institution's first program at a new level of study (e.g., first master's degree);
- An institution's establishment of a branch campus or interinstitutional program, where one or more entire academic programs are offered at a new location;
- At each degree level (i.e., associate, baccalaureate, master's, first-professional, and doctoral), an institution's first program in each of the following ten HEGIS disciplinary areas in the New York State taxonomy of academic programs:
  1. Agriculture
  2. Biological Sciences
  3. Business

4. Education, including education, home economics, and library science; however, an institution offering home economics and/or library science but not education programs may not offer education programs without approval of a master plan amendment.
5. Engineering, including engineering, architecture, engineering technology, metallurgy, and related interdisciplinary studies; however, an institution offering architecture, engineering technology, and/or metallurgy but not engineering programs may not offer engineering programs without approval of a master plan amendment.
6. Fine Arts
7. Health Professions
8. Humanities, including humanities, area studies, classics, comparative literature, English, foreign languages. linguistics, philosophy, religious studies, theology, and related interdisciplinary studies
9. Physical Sciences, including physical sciences, astronomy, astrophysics, atmospheric sciences and meteorology, chemistry, computer science, earth sciences, geology, geophysics and seismology, mathematics, oceanography, paleontology, physics, and related interdisciplinary studies
10. Social Sciences, including social sciences, anthropology, archaeology, communication, criminology, economics, geography, history, political science, psychology, public affairs, and sociology.

What is the exception to a Master Plan Amendment requirement for a master's degree?

When an institution is authorized to confer degrees at the baccalaureate and master's levels of study, and when it offers at least one registered baccalaureate program in a HEGIS subject field (at the 4-digit level) within one of the ten disciplinary areas listed above, the institution may register a master's degree program in the same 4-digit HEGIS subject field without a Master Plan Amendment, even if the new program would be the institution's first master's degree program in that disciplinary area. In addition, the institution's subsequent registration of additional master's degree programs in that disciplinary area would not need Master Plan Amendment approval. For example, if an institution authorized to confer master's degrees and offers a registered baccalaureate program in zoology (HEGIS 0407), if it wished to offer a master's degree program in the same subject field (zoology, HEGIS 0407), the only action needed would be program registration, even if the program would be the institution's first master's degree program in the Biological Sciences disciplinary area.

Can a Master Plan Amendment Be Requested without a Program Proposal?

SED guidance indicates that the Regents will act on a request for approval of an amendment to the master plan of an institution already authorized to award degrees on the basis of supporting material that does not include a full curriculum proposal only when the institution does not have faculty competent to design the curriculum and teach the courses. In that circumstance, the master plan amendment proposal will (1) list the specific first program or programs to be submitted for registration pursuant to the master plan amendment; (2) describe the institution's overall competence to establish such programs at a high quality level; (3) describe generally the foreseeable programs it would offer at each proposed level within each proposed disciplinary area: and (4) describe in detail the resources it would use to design, develop, and eventually, offer the programs. Registration then follows approval of the master plan amendment as a separate action when full details on personnel and other matters are available.

Part 10: Deactivating and/or Discontinuing Programs

Before a campus deactivates (i.e., suspends) and/or discontinues (i.e., terminates) a registered academic program, the action must be approved by the SUNY Provost, to ensure that the campus action would not compromise SUNY's achievement of its mission. The CEO or CAO must sign and send a cover letter and completed [Deactivation/Discontinuance Proposal](#) form to the SUNY Provost at program.review@suny.edu.

Definitions

- **Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program. This action is internal to SUNY and limited in duration to no more than three years.

- **Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

- **Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

- **Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded.

Implications for Campus Mission

If a proposed discontinued program is the campus' sole program in a disciplinary area in the [New York State Taxonomy of Academic Programs](#), discontinuance requires approval of the SUNY Board of Trustees, but the campus retains its master plan authority in that disciplinary area, and the re-introduction of programs in that disciplinary area would not require a Master Plan Amendment.

Part 11: **Inventory of Registered Programs**

The SUNY Provost submits proposals to SED for changes to the *Inventory of Registered Programs* (IRP) on behalf of SUNY campuses. The IRP is the official record of every credit-bearing academic program leading to a degree or certificate, as well as Extension Center and Branch Campus locations, at all public and private institutions of higher education authorized to operate at locations in New York State. Registration is required before an academic program (or an Extension Center or a Branch Campus) can be promoted or advertised, or enroll students, or be eligible for state and federal financial aid. Academic programs must be offered as registered, and must be re-registered as required by SED.

An online version of the IRP at http://www.nysed.gov/heds/IRPSL1.html has selected information and is updated frequently, so it may be the first place to show that a program has been registered. In addition, the SUNY Provost's Office has access to the entire IRP, which is updated nearly daily, and sends a detailed IRP report (Figure B) to each campus annually. The annual campus IRP report shows all authorized degrees and certificates and their attributes, as well as registered off-campus locations, which, taken together, constitute a campus Master Plan. The key attributes of each registered program include, but are not limited to:

- Program Code
- Title
- Award
- Credits (for certificate programs only)
- HEGIS Code (subject field, and, by extension, disciplinary area)
- First Registration Date (1st REG)

- Latest registration date (LST REG)
- Eligibility for State financial aid
- Formats, as defined by SED (e.g., Distance Education, labeled as either DISTED or TELE)
- Whether program's graduates qualify for New York State certification or licensure

A campus may contact its Campus Reviewer when its IRP report raises questions, or when the report:
- shows that registration actions have not been accurately recorded and corrections are needed.
- has LST REG entries suggesting that older programs may require re-registration if they have evolved over time.
- lists programs that should be discontinued because they are inactive and the campus has no plans to activate them.

It is important for an institution to have current and accurate IRP entries because the IRP is used by:
- SED to uphold State regulations regarding institutional approval and program registration.
- SED to identify programs whose graduates qualify for State certification for public school employment and/or State licensure for practice in the professions regulated by SED, which streamlines the application process for certification and licensure candidates.
- the New York State Higher Education Services Corporation to verify that State student financial assistance is awarded to students in eligible programs.
- the New York State Office of the State Comptroller to conduct audits to ensure that programs are delivered as registered for students receiving New York State financial assistance.

Figure B. Sample Annual IRP Report for a SUNY Campus, Page 1

Sign Document

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                              NEW YORK STATE EDUCATION DEPARTMENT
                                INVENTORY OF REGISTERED PROGRAMS
02/21/2013                           INTERNAL INSTITUTIONAL

INST ID: NAME/ADDRESS:                 AUTHORIZED DEGREES - MASTER PLAN APPROVED:
 211000  SUNY BINGHAMTON                 NC CERT NC DIPL CERT    DIPL    BA    BS    BPS    B TECH  BFA    MUS B  MA     MS     MPS    MBA    MAT
         VESTAL PARKWAY EAST             MFA     MM      MPA     DNP     ADV CRT ADV DPL PHD   DPS    EDD
         BINGHAMTON      NY       13901  AUTHORIZED DEGREES - MASTER PLAN RESTRICTION:

COUNTY CODE:   03    INSTITUTIONAL LEVEL: 4-YEAR+   AUTHORIZED DEGREES - IN CHARTER BUT NOT MASTER PLAN:
REGENTS REGION: 03    INST ACCREDITATION : MSA       ME     MSW


APPROVED EXTENSION CENTERS:
     NYC SEMINAR & CONF CENTER  71 WEST 23RD STREET     NEW YORK      10010        09/2010

                                                                             A V
                                                                             T P V
PROG                                            1ST REG  COND DATE PRGRS  VISIT   A T T          PROF ------ CERTIFICATE/LICENSE -------
CODE  PROGRAM TITLE                     HEGIS  AWARD  CR/CL HRS LST REG  TBT  DATE  REPRT  TYPE/DATE P S A  UC  FORMATS ACCR TITLE        TYPE     EFF DATE
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34777 WATERSHED STUDIES AND MANAGEMENT    0115   ADV CRT CR  16.00 09/2011                           N N Y  01
                                                              09/2011


03079 ENVIRONMENTAL STUDIES               0201   BA              02/1974            R 04/1981 Y Y Y  01
                                                                 07/1981


35642 ENVIRONMENTAL STUDIES               0201   BA              07/2012                      Y Y Y  01
 M/A  PUBLIC ADMINISTRATION               2102   MPA             07/2012                      Y N Y


82361 ENVIRONMENTAL STUDIES               0201   BA              09/1982                      Y Y Y  01
 M/A  BUSINESS ADMIN                      0506   MBA             09/1982                      Y N Y


21348 ENVIRONMENTAL STUDIES               0201   BS              12/1997                      Y Y Y  01
                                                                 12/1997


27894 ASIAN AND ASIAN AMERICAN STUDIES    0301   BA              03/2003                      Y Y Y  01
                                                                 03/2003


31505 ASIAN & ASIAN-AMERICAN STUDIES      0301   BA              04/2007                      Y Y Y  01
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Note: The individual program listing would continue on the following pages of the report.

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