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Policy Name: Program Approval

Policy Number: A-15

Functional Area(s) Responsible: Academic & Student Affairs

Owner(s) of Policy: Academic & Student Affairs

Most Recent BOT Approval Date: October 24, 2024

Most Recent Review Date: Fall 2024

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

The establishment of new Finger Lakes Community College academic programs and modifications to existing programs shall be approved in accordance with NYS Education Department Regulations, 8 NYCRR Parts 604.3(b)(1); 605.1, and FLCC Curriculum Committee Guidelines.

Program Announcements (PA) for a new degree will be reviewed by the Academic Senate prior to submission to the State University of New York (SUNY) for distribution to campus Presidents, Provosts, and others for comment.

Proposals for the establishment of a new degree or certificate program or modifications to an existing degree or certificate program shall be submitted to, and reviewed by, the FLCC Academic Assessment and Curriculum Committees.

Following recommendation for approval of a program by the Curriculum Committee, the program shall be forwarded to the Academic Senate for review and approval.

Following approval by the Academic Senate, the College President shall, and to the extent he or she concurs with the program approval, recommend the program to the FLCC Board of Trustees who shall have ultimate authority for approving or rejecting said program.

Reason(s) for Policy:

This policy is intended to ensure that proposals for new or modified programs are approved in a manner consistent with NYS Education Department regulatory requirements.

Applicability of Policy:

All faculty, and other College employees involved in the development and/or approval of programs should be familiar with this policy.

Definitions:

None

Related Documents:

- NYS Education Department Regulations, 8 NYCRR Parts 604.3(b)(1); 605.1
- FLCC Curriculum Committee Guidelines

Procedures:

Idea Generation

Discuss idea for any new program with the appropriate department(s) and department chair(s). Describe demand and reasons for pursuing. APCI can support with data to demonstrate demand.

Internal College Review

Meet with the Associate Vice President to discuss the program. Respond to internal questions from affected departments regarding impact of the program.

Program Announcement (PA)

A Program Announcement (PA) is required. Work with the Associate Vice President to complete a general summary of the program and recommended course requirements, in accordance with SUNY requirements. The PA will be forwarded to the Academic Senate for review and feedback. The Associate Vice President will incorporate any comments or recommendations from the Academic Senate prior to submitting the required cover letter and PA to SUNY for external comment.

Formal New Program Proposal

The formal new program proposal development process begins if no *intent to comment* is received within 10 calendar days of SUNY's distribution of the PA, or after receipt of a formal approval memo from the SUNY Provost's office.

New Program Proposal Special Notes

1. A transfer degree program requires letters from 2 four-year institution Academic Vice Presidents attesting to the approval of the course equivalency transfer grid.
2. Many four-year institutions have information about course equivalencies on their website. In addition, FLCC's Academic Advising and Career and Transfer Services may be able to provide the name and contact information of transfer professionals at the four-year institutions.
3. Career degree requires a description of job openings, including specific openings at local companies available in the coming two years.
4. Assessment plan: include the plan for assessing the major/program.
5. New courses: new courses require approval prior to program proposal. A new course form must be completed.
6. Proposal signatures: gather internal signatures for the proposal. The cover page requires author and department head signatures prior to Academic Assessment and Curriculum Committee review. The program proposal must be submitted to the Associate Vice President four weeks prior to the scheduled Curriculum Committee review.
7. The Associate Vice President will review, sign and forward the program proposal to the Curriculum Committee.
8. Following approval by the Curriculum Committee, the program will be reviewed and approved by the Academic Senate.
9. Following action by the Academic Senate, the program is submitted to the FLCC Board of Trustees for review and approval.

Final approvals: SUNY, NYS Education Department and Middle States Association, if necessary.

Forms/Online Processes:

SUNY Undergraduate Program Proposal form

Appendix:

None