

PROGRAM CHANGE PROPOSAL INSTRUCTIONS

What Should Be Included

- I. Yellow Cover Sheet
 - a. Requires signatures up through Part IV section B
- II. Up-To-Date Program Check Sheet
- III. If proposed changes result in any of the following outcomes, a completed SUNY 3A form must be included:
 - a. Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)
 - b. Changes in a program's focus or design
 - c. Adding or eliminating one or more options, concentrations or tracks
 - d. Adding or eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience)
 - e. Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in Section 3.47(c)(1-4) of Regents Rules

Submission Instructions

- I. Send hard copy of completed proposal (cover sheet w/signatures, SUNY 3A (if applicable), and program check sheet) to the Curriculum Committee Chair Nick Kocher in FO 405
- II. Send **two** electronic copies of completed proposal to kochern@canton.edu: 1) a scanned/pdf copy; and 2) an editable electronic copy (e.g. Microsoft Word .doc/.docx or Rich Text Format .rtf).

Submissions will be reviewed following receipt of electronic and hard copies of announcement/proposal.

SUNY forms referenced in this document available for download from:
<http://system.suny.edu/academic-affairs/app/academic-program-planning/forms/>