

NEW PROGRAM PROPOSAL INSTRUCTIONS

Evaluation of new program proposals is a two-step process consisting of a program announcement followed by a program proposal.

Program Announcement

All new programs must first go through the announcement process before submitting as new program proposal.

What Should Be Included

- I. Green Cover Sheet
 - a. Requires signatures from Part II of cover sheet
- II. New Program Announcement: SUNY Form 1A

Submission Instructions

- I. Send hard copy of completed announcement (cover sheet w/signatures and SUNY 1A) to the Curriculum Committee Chair Nick Kocher FO 405.
- II. Send **two** electronic copies of completed announcement 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)

Program Proposal

Upon completion of the intra-SUNY comment process, the proposal may be submitted as new program proposal.

What Should Be Included

- I. Green Cover Sheet
 - a. Requires signatures up through Part IV B of cover sheet
- II. New Program Proposal: SUNY Form 2A
- III. Program Check Sheet (template available: <http://www.canton.edu/provost/resources.html>)

Submission Instructions

- I. Send hard copy of completed proposal (cover sheet w/signatures, SUNY 2A, and program check sheet) to the Curriculum Committee Chair Nick Kocher 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/>