

Policy: **Program Approval**

Responsible for Policy: Academic & Student Affairs

Policy Number: **A-15**

Most recent approval date: Fall 2014

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.

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 Curriculum Committee.

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 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 the 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

Review dates/action taken (requires Board of Trustees approval):

- May 2010: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions

Procedures

Idea Generation

Discuss idea for any new program with the appropriate department and department chair. Describe demand and reasons for pursuing.

College Review

Meet with the Associate Vice President to discuss the program. Respond to internal questions regarding impact of the program. Formal program development process begins.

Letter of Intent/Program Announcement

A letter of intent or program announcement is required. Complete a general summary of the program and recommended course requirements.

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 Center for Advisement and Personal Development 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 Curriculum Committee review.
7. The program proposal must be submitted to the Associate Vice President three weeks prior to the scheduled Curriculum Committee review.
8. The Associate Vice President will review, sign and forward the program proposal to the Curriculum Committee.
9. Following approval by the Curriculum Committee, the program will be reviewed and approved by the Academic Senate.
10. 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

Review dates/action taken:

- May 2010: original effective date
- Fall 2012: no revisions
- Fall 2014: no revisions