Form M: Curricular changes to the Major, Minor, Combined Major, Program, or Graduate Program

(one signed hard copy and one electronic copy required)

DEPARTMENT(S)/PROGRAM: _____

CHAIR: _____

1. CHECK AS APPROPRIATE

   MAJOR: _____ MINOR: _____ OTHER: _____

2. CATALOG YEAR EFFECTIVE: _____

3. CHANGE: NEW CLASS _____ and / or

   OPTIONAL FOR CURRENT STUDENTS _____

4. RATIONALE:

   A. If the curricular change(s) requires documentation and approval from the New York State Education Department, please contact Academic Affairs or the Registrar's Office before completing this form as documentation varies according to the specific curricular change(s). This will rarely be the case. The circumstances for NYS submission appear at the end of this document.
   B. If the curricular change(s) involve(s) changing graduation requirements in your major, minor, or program that do not constitute an approval from the NYS Education Department (MOST CASES and please confirm this with the Registrar's Office or Academic Affairs), please provide a rationale as follows:
      a. Explain the need for the changes. Provide data, if any, that supports this change.
      b. Explain the changes to be implemented, including the removal or addition of prerequisites.
      c. Explain how the curricular change(s) affect departmental and university learning goals.
      d. How will change(s) affect staffing in your department/program: with two curricula (old and new) and later with just one (new)? How will it affect the offering of other departmental or program courses? Please provide a tentative course schedule for the next four years that shows how the overlapping curricula will be implemented without undue burden to faculty. The Department/program should design curricular changes that do not require additional staffing in either the transitional period or under the new curriculum.
      e. New Catalogue and Website descriptions. Provide descriptions for the new curriculum that will go into the catalogue and onto the department website. These

should be written in clear, non-technical language so that the content can be readily understood. Please include effective dates for the changes, too.

5. MAJOR AUDIT. Meet with the Registrar's Office to revise the Major Audit after approval from the Academic Affairs Committee.

Approved: _____

                  Department/Program Chair   Date

                  _____

                  Academic Affairs Committee Chair   Date

                  _____

                  Registrar   Date

                  _____

                  Dean of Academic Affairs   Date

Received   _____

                  Registrar   Date

Deadlines:

Proposals due February 1 the preceding Catalog Year

Please submit an electronic copy and signed hardcopy, with attachments, to the Chair of the Academic Affairs Committee.

Revised 3/19

New York State Education Department

Approval must be sought for proposed changes in a currently registered program as indicated below.

- Cumulative change of one-third or more of the minimum credits required for the award (e.g., a change of 20 credits or more in a registered associate degree program).
- Changes in a program's focus or design (e.g., the elimination of management courses in a Business Administration program
- Adding or eliminating an option or concentration (e.g., the addition of a concentration in Biophysics to a Physics program)
- Eliminating a requirement for program completion (e.g., the elimination of the internship requirement)
- Altering the liberal arts and science content in a way that changes the degree classification (e.g., increasing the number of liberal arts and sciences credit in a program leading to an Associate in Applied Science (A.A.S.) degree from 20 to 45, the minimum required for the Associate in Arts (A.A.) award)
- Program title (e.g., Psychology to General Psychology)
- Program award (e.g., BS to a BA)
- Mode of delivery (e.g., a program leading to an associate's degree in two years is offered in an accelerated format, leading to completion in less than two years)
- Discontinuing a program (e.g., enrollment has ceased and no resources are directed to the program)
- Format change (e.g., the requirements of a program offered completely during the day can now be completed during the evening.)
- Establishing a dual degree program based on existing registered programs (e.g., establishing a BA in Environmental Studies/MPA in Public Administration)
- Creating a new program from a concentration/track in an existing program (e.g., establishing a program in Finance based on a concentration in Finance in an MBA program)

Important Notes

- If new courses are being added as part of the noted change(s), provide a syllabus for each new course and list the name, qualifications, and relevant experience of faculty teaching the course(s). Syllabi should include a course description, objectives, prerequisites, credits allocated, methods of assessing student achievement, etc. Additional expectations for syllabi can be found in the Department Expectations: Curriculum section of this document.
- If the requested changes result in the reclassification of the program into a different major subject area and if this represents the first program offered by your institution in that major subject area, approval of the changes may also require an application for a master plan amendment, since this is a significant change in the institution's academic mission. Additional information on master plan amendments can be on p. # of this document or here: http://www.highered.nysed.gov/ocue/aipr/guidance/gpr2.html
- If you are requesting a change in degree award to a degree title which is not authorized in your institution's charter or certificate of incorporation, approval of this change may also require application for an amendment of the charter or certificate of incorporation.
- If the change involves establishing an existing registered program at a new location, complete a new registration application for the proposed program. This is considered to be a new program.
- For programs that are registered jointly with another institution, all participating institutions must confirm support for the changes.
- To change a registered professional licensure program or add a license qualification to an existing program, contact the Office of the Professions for guidance. The Office of the Professions is not part of the Office of Higher Education.