

Guidelines for Proposing a Change to an Existing Undergraduate Program (Form E)

Departments and Programs should use the following guidelines when petitioning the Harpur College Curriculum Committee for changes to the existing requirements for the major or minor. Such changes include proposals to add, change or drop courses required for a major or minor; proposals to add or delete tracks, or reorganize existing tracks; and proposals to change titles of majors, minors or certificates. To make your proposal as clear as possible to the Committee, use the following numberings and headings. This information will be used to forward program information to the State Education Department and SUNY System Administration as needed to fulfill registration and reporting requirements.

Note: Small administrative changes to an existing program may proceed through a streamlined process. Please consult with the Associate Dean for Academic Affairs or the Assistant Dean for Academic Affairs for guidance.

1. Front Information

The name of the academic program (e.g., “Major in Geography; Certificate in Art History), and the name(s) of the department/organizational program(s) that will house and oversee the program.

2. Introduction

Explain the intention of the proposal in a few brief sentences. For example: “The Medieval Studies major currently offers four tracks, A, B, C, and D. The purpose of this proposal is to reorganize the tracks into two new tracks, D and E,” or “The X department currently offers a minor with a focus on F; the current proposal reorganizes the minor requirements in order to shift the focus to G.”

3. Rationale for Changes

Provide a more detailed rationale for the changes. Explanations might efforts to strengthen the undergraduate program, address changes in the department's faculty or focus, or broader changes in the educational offerings of the field. Indicate the approximate number of students per year that would be affected by the proposed changes. Some information on the program's history may be useful. The most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, or comparative market information.

4. Description of the Changes

In this section present a description of the proposed changes, explaining in detail why these specific changes are warranted by the rationale presented in #2 above. Briefly

describe how the changes fit with the program as a whole. (For example, if the program proposes to add two required courses to the major and delete one, but there are nine other required courses that will remain the same, indicate this.) It can be useful to include a chart with three columns: Old curriculum, New Curriculum, Changes. The third column should be used to specify the changes that appear between the first two columns. (When a track is being added, this step can be omitted.)

5. New Courses and Faculty

If the proposal includes adding required courses or electives to a program, please indicate the additional courses are required for the change(s), including brief course outlines for the added courses. Include a brief course description, and indicate prerequisites, the frequency with which the course is offered, and the name, faculty rank, and status of the instructor(s). For new faculty teaching new courses, provide brief resume(s). If no new courses or faculty are required, please indicate this.

NOTE: Departments and programs should use the New Course Proposal forms to submit proposals for new courses.

6. Program costs

Explain any implications of the proposed changes on departmental, program, or College resources (e.g., instructional staff, support staff, equipment, space, other resources).

7. Relationship to Other University Offerings

This is a critical area in proposing program changes. The proposers need to document that the proposed changes will not produce any substantial overlap with majors or minors offered by other departments in the university. This section should list any majors or minors in the university that may appear to have some overlap, and explain how the new proposal differs from the existing programs. Please include a list of faculty members in other departments and programs contacted to provide this material.

8. Effective Date

Effective date of the change in the program. If the current program needs to remain registered until students have graduated (or have been otherwise accommodated), please provide the anticipated date of discontinuance of the old curriculum.

9. Additional Information

The department may provide additional information if it wishes.