

Summary of Requirements for Proposed Curriculum Changes

Note: The decision to require a feasibility report and/or pro forma budget is made by the President’s cabinet or senior leadership, based on a recommendation from the Provost’s cabinet, at the time that the concept paper is approved. Feasibility reports are required only if the program has significant curricular implications. Pro-forma budgets are required if the program has significant financial or resource needs.

Curriculum Change	Class	Concept Paper	Feasibility Report	Pro-Forma Budget?	Eligible for the Online Approval Process?	NYSED Approval	Notes
Creating an entirely new undergraduate major, undergraduate certificate, teacher certification, graduate program, or graduate certificate	III	Yes	Probably	Probably	Yes	Yes	
Creating an entirely new undergraduate minor	III	Yes	Probably	Maybe	Yes	No	
Creating a new graduate certificate	III	Yes	Probably	Maybe	Yes	Yes	Graduate certificates need to be associated with an existing graduate level program.
Creating a new undergraduate certificate	III	Yes	Maybe	Maybe	Yes	Yes	
Modifying an existing undergraduate program, including a name change, and/or adding or deleting courses that comprise fewer than 33% of the program	I	Yes	No	Maybe	No. Curriculum Committee Consent Agenda	No	

Curriculum Change	Class	Concept Paper	Feasibility Report	Pro-Forma Budget?	Eligible for the Online Approval Process?	NYSED Approval	Notes
Modifying an existing teacher education program simply to add a new area of certification	I	Yes	No	No	No. Curriculum Committee Consent Agenda	Yes	
Adding a new advising concentration to an existing undergraduate major (See definitions below.)	I	Yes	Maybe	Maybe	No. Curriculum Committee Consent Agenda	No	
Adding a new concentration to an existing undergraduate major (See definitions below.)	III	Yes	Maybe	Maybe	Yes	Yes	
Adding a new advising concentration to an existing graduate program (See definitions below.)	I	Yes	Maybe	Maybe	No. Curriculum Committee Consent Agenda	Yes	
Changes to the core curriculum	II	Maybe	Maybe	Maybe	No. Discussion and vote in faculty senate.	No	

Definitions

Concentration - one or more prescribed series of courses such that students have to take one or another, and can't mix and match. Effectively students have two or more mutually exclusive pathways to the degree, almost like separate degrees.

Advising Concentration - a collection of elective courses from which students can take related courses around a theme or can mix and match across areas, even if the areas are called “concentrations” in the College’s catalog. They are basically a group of electives from which students can, with their advisers, work out the best selection. Also called a “specialization” or “context.”