

## Curricular Processes

Any curricular changes must go through an approval process. The type of change will determine the process proposals must follow. Below are the processes for curricular changes listed in order from minimal to more substantial.

### Minimal Change

#### **COURSE Minimal Changes may include one or more of the following:**

- Title change that does not change the focus of the course.
- Course description editing that does not change the focus of the course.
- Elimination or substitution of a course pre-requisite. Please remember that all 300-400 level courses must have at least one pre-requisite.
- Changes to course numbers within the same level, i.e. 100-200 or 300-400.

#### **PROGRAM Minimal Changes may include one or more of the following:**

- Addition or deletion of a course from a list of major program electives
- Editing/Changes in program description that do not change the focus of the program

### **Process and Workflow**

1. Department Chair\* initiate Minimal Change requests using the [REQUEST MEMO](https://academicaffairs.buffalostate.edu/curriculum) (see <https://academicaffairs.buffalostate.edu/curriculum>)
2. Request Memo is sent to school's Associate Dean
3. Associate Dean\* emails approval to the Interim Provost
4. Interim Provost approves changes
5. Staff Associate makes updates in CIM and Banner. Staff Associate informs Registrar's Office.

\*Departments and Dean's offices are strongly encouraged to keep copies of Minimal Change Request Memos for their records.



#### **Curricular changes will NOT be accepted by the Interim Provost directly from:**

- Department Administrative Assistants
- Individual faculty members
- Coordinators of Programs
- Department Chairs

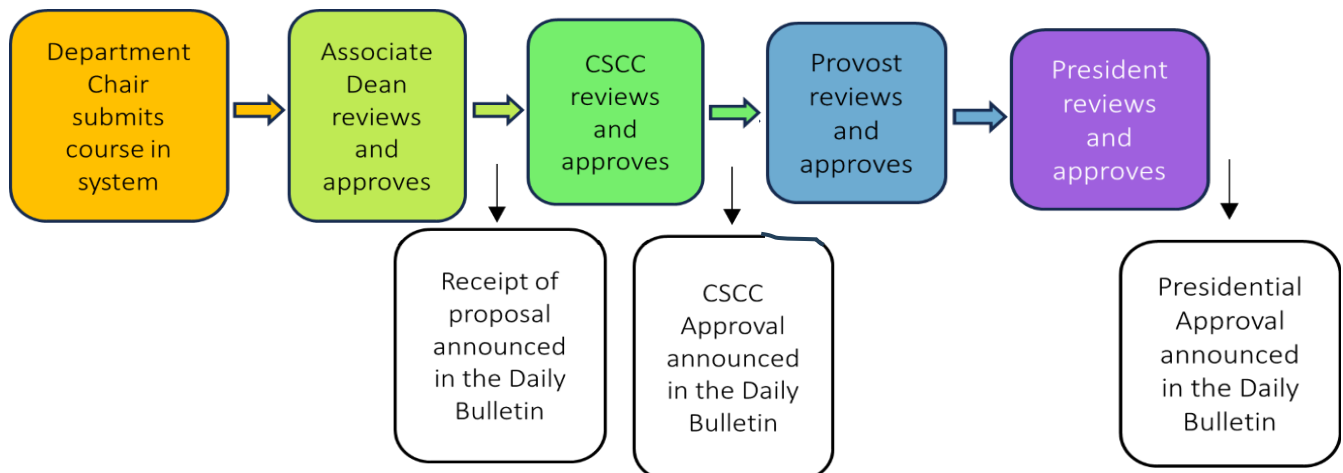
**New Courses and Course Revisions**

**Course revisions may include the one or more of following:**

- Any change of course focus
- Addition of a course pre-requisite
- Change in Credit Hours
- A numbering change that changes the level of the course, i.e. 100-200 to a 300-400
- Adding or changing General Education designation
- Preparation for a program revision (NOTE: course changes should be made and approved by the President prior to submission of program revisions)

**Process and Workflow**

1. Course is submitted to the school level curriculum committee for review and approval using the [template](https://collegesenate.buffalostate.edu/college-senate-curriculum-committee-cscc) (available on the College Senate Curriculum Committee website <https://collegesenate.buffalostate.edu/college-senate-curriculum-committee-cscc>).
2. Course is submitted to the Associate Dean for review and approval.
3. Course is submitted in CIM to the College Senate Curriculum Committee (CSCC) for review. When the course is received by CSCC, it is announced in the Daily Bulletin.
  - a. Courses can either be approved moving it to the next step, approved with revisions (APR) moving the proposal back to the initiator for edits, or the proposal will be rejected with the initiator needing to start the process over.
4. Once approved by the CSCC, an announcement will be made in the Daily Bulletin and the proposal is forwarded to the Interim Provost for review and approval.
5. Course is recommended for approval to the President. If approved, an announcement will appear in the Daily Bulletin.
6. Changes are made to Banner and will be reflected in the next publication of the Academic Catalog.



## **New Programs and Program Revisions**

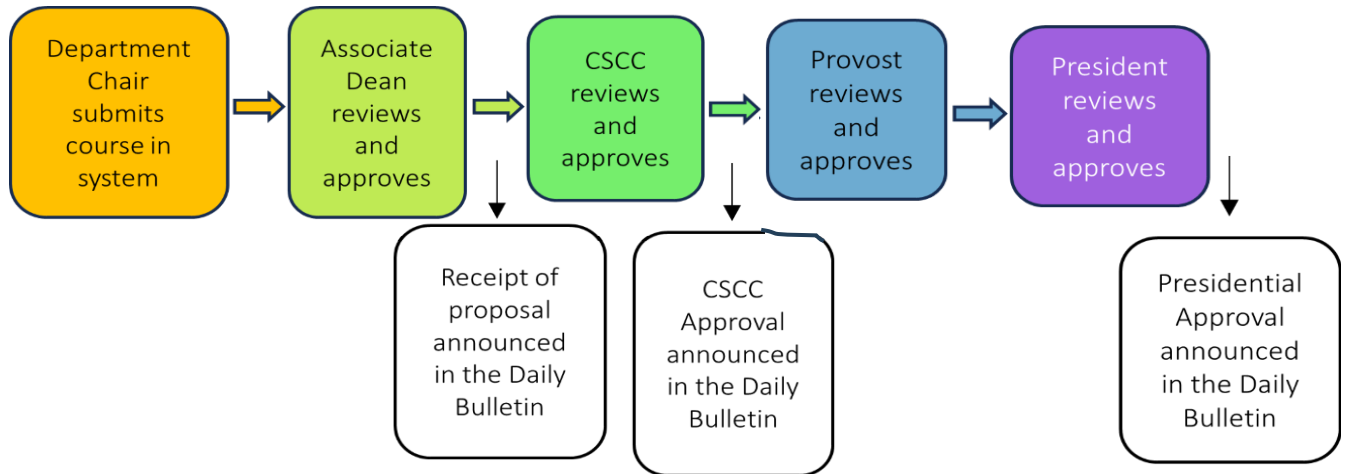
### **Program revisions may include one or more of the following:**

- Requiring Local Approval
  - Change in number of required credit that is less than 33 percent of the Registered Program. (NOTE: All changes to a program are considered cumulative and date back to the initial program registration or when the program was last registered by NYSED.)
  - Changes to program admission requirements that are minor.
  - Change in required list of courses (NOTE: course changes should be made prior to submission of program revisions)
- Requiring SUNY & NYSED Approval
  - ANY change in the title of the program—SUNY form only to Interim Provost.
  - Cumulative change of one-third or more of the minimum credits required for the award.
  - Change in program focus or design.
  - Deletion or addition of a program track, concentration, option, etc.
  - Adding or eliminating a requirement for completion, including an internship, clinical placement, cooperative education or other work or field-based experience.
  - Change in program award, e.g. B.A. to B.S.
  - Change in mode of delivery (offer entire program online).
  - Discontinuation of a program.
  - Change in the total number of credits for a certificate or advanced certificate program.
  - Establish a dual degree program based on existing registered programs.
  - Creating a new program from a concentration/track in an existing program.
  - Any change to a registered licensure-qualifying program.

### **Process and Workflow**

1. Program is submitted to the school level curriculum committee for review and approval using the [template](https://collegesenate.buffalostate.edu/college-senate-curriculum-committee-cscc) (available on the College Senate Curriculum Committee website <https://collegesenate.buffalostate.edu/college-senate-curriculum-committee-cscc>).
2. Program is submitted to the Associate Dean for review and approval.
3. Program is submitted in CIM to the College Senate Curriculum Committee (CSCC) for review. When the program is received by CSCC, it is announced in the Daily Bulletin.
  - a. Program can either be approved moving it to the next step, approved with revisions (APR) moving the proposal back to the initiator for edits, or the proposal will be rejected with the initiator needing to start the process over.
4. Once approved by the CSCC, an announcement will be made in the Daily Bulletin and the proposal is forwarded to the Associate Provost for review and approval.
5. Program is recommended for approval to the President. If approved, an announcement will appear in the Daily Bulletin.
6. If local approval is all that is needed changes are shared with Registrar for DegreeWorks and will be reflected in the next publication of the Academic Catalog.

7. If SUNY / NYSED review and approval is needed an submission announcement will appear in the Daily Bulletin.
8. If approved by SUNY and NYSED, an announcement will appear in the Daily Bulletin and changes are shared with Registrar for DegreeWorks and will be reflected in the next publication of the Academic Catalog.



One-Third Threshold

Action	Counts as 1/3 threshold
<b>Course Level</b>	
Course description editing that does not change the focus of the course	No, if there is no change to focus of course
Elimination or substitution of a course pre-requisite, if the number of credits or outcomes do not change	<ul style="list-style-type: none"> <li>• Yes, if add a pre-req = new requirement to the degree</li> <li>• Yes, if the change alters admissions requirements</li> <li>• No, if course is substitution within group (e.g., social sciences elective, restricted elective in major)</li> </ul>
Changes to course numbers/prefixes	<ul style="list-style-type: none"> <li>• No, for simple changes such as HUM 101 to HUM 121</li> <li>• Yes, if level change (lower to/from upper division)</li> <li>• Yes, if campus restructures its course numbering system (4 digits to 3 digits)</li> <li>• Yes, if prefix changes because that implies that content/focus has changed</li> </ul>
Any change of course focus	Yes, adding a lab or applied learning component or significantly revising content or outcomes
Change in credit hours	Yes, changing a course from 2 credits to 3 credits or 4 credits to 3 credits
<b>Program Level</b>	
Addition or deletion of a course from a list of restricted electives	<ul style="list-style-type: none"> <li>• No, if reducing options from an already registered list</li> <li>• Yes, if adding new options</li> </ul>
Editing or changing the program description that does not change the focus of the program	No, if the focus of the program is not changed
Any change in the title of the program	Yes: SED's Inventory of Registered Programs (IRP) can only accommodate 40 characters, including spaces
Deletion or addition of a program track, concentration, or option	Yes
Adding or eliminating a requirement for completion, including an internship, clinical, etc.	Yes. Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs) Recent proposed changes result in a cumulative change from SED's last approval of this registered program by over one-third of the minimum credits required for this degree. Said changes include significant changes in Buffalo State's

	general education program, as well as changes within the required and elective courses of this program.
Change in mode of Delivery	Yes
Change to program that leads to licensure	Yes
Change to an Educator Preparation Program (EPP)	<p><i>Maybe. Same as non-EPP programs, <b>plus</b> the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Adding or eliminating a certificate title</i></li> <li>• <i>Curricular change that impacts the Pedagogical Core Requirements (PCR)</i></li> </ul>