



**Office of Academic Affairs  
and the Provost**

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[www.suny.edu](http://www.suny.edu)

November 8, 2013

Dear SUNY Colleagues,

On behalf of Interim Provost Bringsjord, I am delighted to introduce a new *Guide to Academic Program Planning* and associated new academic program planning forms. These materials, which replace handbooks and forms issued about a decade ago, have several welcome features.

- The guide and new forms reflect all current SUNY policies and procedures, and, to the extent possible, the requirements of the State Education Department (SED) and other external agencies.
- The guide is a brief overview of requirements and procedures. In contrast, each form has all the detailed information – as embedded notes and hyperlinks – that faculty and others need to have at their fingertips to prepare academic program proposals.
- Each form is a free-standing module so that it can easily be updated as SUNY and SED policies, procedures and requirements evolve over time. Version dates on each form will help us all keep track of changes.
- The new SUNY forms have structures and content similar to SED's latest forms to enable SED reviewers to find the information they need to efficiently register our proposed programs.

We ask that you begin submitting your proposals electronically on the new forms as soon as possible, but no later than February 2014. You should be able to find everything you need via [http://www.suny.edu/provost/academic\\_affairs/app/main.cfm](http://www.suny.edu/provost/academic_affairs/app/main.cfm).

My colleagues and I appreciate the helpful suggestions we've received from some of you on pilot versions of our new forms. At this point, we invite you all to send us your feedback at [program.review@suny.edu](mailto:program.review@suny.edu). Once you've had some time to use the new materials and let us know what could be improved, we'll make updates as needed and issue new versions.

Sincerely,

Jason E. Lane, PhD  
Associate Vice Chancellor for Academic Programs and Planning  
Associate Provost for Graduate Education and Research

To Learn  
To Search  
To Serve

