

Standardized procedural guidelines for filing a course/program action form:
SUNY Polytechnic Institute, Utica, NY

Prepared by:

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Section 1: What is a Course action?

This entails proposing a new course or any changes (major or minor) to a preexisting course. Minor changes in the preexisting course includes changing the alphanumeric identifier, credits etc., whereas, major changes include changes such as course description, pre-requisites etc.

Section 2: Is this proposed course action about a general education course?

If your course action is about a general education (GE) course, it should be first sent to the current chair of the General education (GE) committee (Link to General education committee page). The guidelines to prepare the action form for a GE course is just same as any other course. **Note**¹: GenEd forms need to map the course SLOs to the SUNY GE standards. Such discussions must be completed with the consent and guidance of the department before the action forms are forwarded to the General Education Committee Chair. The Chair of the General education committee is a good resource of information to resolve any questions or confusion.

Section 3: Where do I find the *course or program* action form and what is the procedure to get it approved?

For assistance on document preparation: The committee chairs are the good direction pointers when you have questions. They can provide you with guidelines that you do not find elsewhere. However, due to confidentiality, the committees can provide previously successful samples only after receiving the approval from the sponsors of successful cases.

<https://system.suny.edu/media/suny/content-assets/documents/academic-affairs/SUNY-Guide-to-Academic-Program-Planning.pdf>

Section 4: When is the deadline for submitting a course action to be implemented in the appropriate semester?

Both the Graduate council (Link) (for graduate courses) and the Curriculum committee (Link) (for undergraduate courses) meet on the first Tuesday on the month during the semester. The action forms to be implemented in the Fall semester should be submitted no later than March (first Tuesday) of that year and to be implemented in the Spring Semester should be submitted no later than October (first Tuesday) of the previous year. For example, if the course changes to be adopted in Spring 2026 the action forms should be submitted no later than October 2025 and for the course changes to be adopted in Fall 2026 the action forms are submitted no later than March 2026. **Note**²: If the committee has recommended revisions, then those revisions must also be submitted no later than March/October deadlines to be implemented in the correct semester. If the action form is submitted and discussed in March/October meeting needs revisions, then those revisions must be submitted within one week to be implemented in the correct semester.

Submit early: Great minds think alike, so is the common habit of waiting till the last minute. Do not wait till the deadline (March/October) as everyone has the same idea. To ensure implementation in the desired

semester, we recommend you submit at least one month before the formal deadline (given the situation of possible number of last-minute cases, revision(s), back and forth communication for the revision(s), summer/winter break).

Section 5: When and how often the Graduate council and the Curriculum Committee meets every semester? Where would I find out the next meeting date for these committees?

Both these committees meet on the first Tuesday of the month ([Link](#)). Emails are sent out at the beginning of the semester regarding timely submission of action forms. Completed action forms should be sent minimally a week before the meeting date to ensure a thorough review by the committee members before the discussion. More information regarding meeting dates can be found [here \(Link\)](#).

Section 6: What if the sponsor /applicant cannot attend the meeting to make a case for their action form?

If the sponsor is unable to attend the committee meeting to make a case for their course or program action, a proxy can then represent the sponsor. The sponsor must communicate this arrangement with the committee Chair so that email announcements can be sent to the correct individuals.

Section 7: When is the due date for submission of revisions as advised by the committee?

If the committee has recommended revisions, then those revisions must also be submitted no later than March/October deadlines to be implemented in the correct semester. If the action form is submitted and discussed in March/October meeting needs revisions, then those revisions must be submitted within one week to be implemented in the correct semester. These revisions are subjected to a second round of voting by the committee members and the sponsor cannot request/demand the procedure to be conducted via offline voting to meet the deadline for final submission.

Section 8: Who should the sponsor/applicant communicate to make enquiries about the status/ progress on the action form?

Due to confidentiality, it is expected that only the action sponsor/presenter and the persons who provide their signatures on the action form are eligible for the status inquiry. Any unsolicited/ineligible requests will not be processed. Any inappropriate etiquettes, whether in email, in person or in any form, can be subject to be reported to the HR and the dean of the person's college dean. Please be advised that any delay of an accepted final revision of the action form (and its required accompanying documents) might deter the targeted implementation semester.