

Curriculum action

Course/ Program action from: Add a new course or change a currently-existing Course/ Program

Step 1

Discussed the curriculum action with the department faculty members and the Chair. New programs might need to check with: Admission office and Budget committee, sustainability evaluation, NYSED/SUNY approval etc.

Step 2

The sponsor/applicant should fill out a course/program action form completely and attach necessary accompanying supporting documents
Course action form + Supplemental documents Syllabus, etc. (Sample of a course action form: [Link](#))
Program action form+ Supplemental documents, program description, etc. (Sample of a Program action form: [Link](#))
Go to Faculty forms on this site: <https://sunypoly.edu/academics/faculty-resources.html>

Step 3

Include the following signatures in the order:
1. Sponsor (applicant) → 2. Department Chair → Dean of the school

Step 4

GE course:
to the GE committee chair

Reviewed and signed
by the GE chair

Undergraduate course:
to the Curriculum Committee Chair

Continue on Slide 2

Graduate course:
to the Graduate Council Chair

Continue on Slide 2

Step 5

Email the complete action form for Undergraduate course/program to the Graduate Chair **minimally one week before the monthly meeting date**

Deadline: to be implemented in the **Fall** semester should be submitted **no later than March** of that year and to be implemented in the **Spring** Semester should be submitted **no later than October** of the previous year
**Revisions must be resubmitted no later than second week of March/October for a timely implementation*

Step 6

Action form is added to the monthly meeting agenda.
Sponsor/applicant of the action form is notified about the meeting schedule

Step 7

Sponsor/applicant present their action form and make a case;
Graduate Council Or Curriculum committee action form review and discussion

Step 8

Action form is **Approved**

Signed by the Chair of Graduate council/
Curriculum committee → sent to the Provost
for signature → Sent to the Registrar office

Implemented and included in the catalog

Action form **needs revisions**

Action form is sent back to
the sponsor/applicant

Make suggested revisions*
and go to Step 2 on slide 1

Action form is **denied**

Go to Step 1 on slide 1