

GUIDELINE FOR REVISION OF EXISTING UNDERGRADUATEUB ACADEMIC PROGRAMS

Periodic changes to UB undergraduate programs that do not lead to licensure can be prepared using the following process. However, when the cumulative changes to a program reach a threshold of 1/3 of the degree total or certain substantive changes are proposed, the State Education Department requires re-registration and therefore the submission must be further approved by SUNY and SED after campus approval.

Programs which lead to New York State licensure may not use this format as they must always be submitted for SUNY and SED review and reregistration using this format: [Program Revision Proposal: Changes to an Existing Program](#).

Curricular Revisions to a Non-Licensure program – Proposal components:

1) The name of the program (by registered title), the degree, and the SED program code number from the *SED Inventory of Registered Programs*.

2) A brief introduction to the purpose of the proposal.

The rationale or need for the change. The most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, changes in the field or comparative market information.

3) Curriculum outline of the current program and of the proposed revised curriculum, with changes in program (e.g., courses added, deleted, and changes in credit values) clearly noted. Proposals must use the format of the following table example to delineate the proposal:

List all required courses and indicate whether changed or not:

Old Curriculum		New Curriculum		Changes
Course Number and Title	Credits	Course Number and Title	Credits	
TH xxx – Title	3	TH xxx – Title	3	No change
TH xxy – Title a....	3			TH xxy is dropped
		TH xxz – Title b....	2	TH xxz is added
Total # of Credits	xxx		xxy	Total one less credit in the major

- 4) Course outlines for new courses must be included using the New Course Proposal form - [UB Course Proposal](#) (UBIT Name and Password required).
- 5) For new faculty teaching new courses, provide brief résumé(s). If no new faculty are required, please state.
- 6) Description of any additional costs. If none, please explain.
- 7) Effective date of the change in the program. If the current program needs to remain registered until students have graduated (or have been otherwise accommodated), please indicate the anticipated effective date of discontinuance by which time all matriculants will have cleared the program.
- 8) Duplication Check. Proposers must document that the proposed changes will not produce any substantial overlap with majors or minors offered by other departments in the university. This documentation should include a brief discussion of any majors or minors in the university that may appear to have some overlap, with an explanation of how the new proposal differs from the existing programs. Also, if the proposed changes involve courses offered in other departments or courses which meet requirements in other programs, the proposers must present documentation confirming that all affected departments and programs are informed and in agreement with the proposed changes. Indicate the departments and personnel within those departments who were contacted during the duplication check and a copy of all communication.
- 9) Outcome of Proposed Changes. Present the new (proposed) departmental curriculum in full, in the form of the chart that will appear in the UB Undergraduate Catalogue. This chart should illustrate the intended final outcome of the changes for the committee. The chart should list the entire new curriculum as well as the semester by semester schedule for completing the requirements.

Here is a sample for your referral:

Outcome of Proposed Changes – a sample chart:

DEPARTMENT OF THEATRE & DANCE

Checklist: Curriculum Requirements

B.F.A. in THEATRE - Design & Technology

All degrees require the appropriate University credits for General Education.

MAJOR REQUIREMENTS (example): xxx Total Credits (include entire list of all required courses)

Course No.	Title	Credits
TH xxx	Full title	3
TH xxx	Full title a	3
TH xxx	Full title b	1
TH xxx	Full title c	1
TH xxx	Full title d	1
TH xxx	Full title e	1
TH xxx	Full title f	1

TH xxx	Full title g	3
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EG. Course sequencing including program and General Education requirements:

FIRST YEAR

Fall 106, TH 108, TH 135/136, TH 203, ENG 105, UBS 199
 Spring TH 101, TH 205, TH 107, TP - I, GP - 1

SECOND YEAR

Fall TH 201, TH 300, TH 303/342, TH 235/335, SLI - 1, MQR,
 Spring TH 240, 306, TH 409/THD 381/THD 400, SLI II, TP - II, GP - II/DL

THIRD YEAR

Fall TH 302/332, TH 301, TH 331, TH 349, TH 235/335, CL II
 Spring TH 302, Dramatic Lit, TH 390, TH 403/406/433/440/496, TH 236/336, TP - III

FOURTH YEAR

Fall TH401/485, TH 403/406/433/440/496, Elective, GP - III, UBC 399
 Spring TH 236/336, TH 439, Dramatic Lit, Elective, Elective

Credit Requirement Chart

Credits Required for Major	
Additional Credits Required for UB Curriculum	
Total Credits Required for Degree	