

Academic Program Change Checklist

Even small changes to our academic programs necessitate a range of actions. Department chairs and academic program directors/coordinators are expected to ensure all of the items below are addressed. This checklist is ordered sequentially.

Approvals

Have the necessary approvals been obtained? Examples include your program faculty, department chair, GSE Associate Dean for Academic Affairs, The Graduate School, SUNY, NYSED, and accrediting bodies. **Once approved, the changes should be communicated via your Department Chair in conjunction with the Associate Dean for Academic Affairs.**

Please consult the **Step-by-Step Guide to Program Proposal** for a comprehensive outline of the approval process. This document is located in GSE's policy library.

Plan Codes and AARs

Are new plan codes needed?

→ If yes, please contact the Unit Business Officer and Director of Graduate Admissions to discuss the necessary request forms.

→ Director of Graduate Admissions will complete and submit any required entity forms.

→ If no, be sure to send AAR updates to Director of Assessment and Data Analytics for forwarding to The Graduate School.

→ If unsure, consult with the Director of Assessment and Data Analytics.

NOTE: Please be sure to communicate any plan code additions/changes, external accreditation-related updates, and new curriculum maps (full-time and part-time, when applicable) to the Director of Assessment and Data Analytics.

Program Fees

Are there/will there be program fees associated with this program?

→ If yes, please contact the Unit Business Officer to discuss the necessary forms.

→ If no, proceed to the next checklist item.

SLATE Updates

Please contact the Graduate Admissions Director to create/update the online application, inquiry and event forms, and email communications. Please be sure to include relevant details regarding application requirement or entry term changes.

Enrollment Targets

If you are eliminating or creating a new program, or making changes that will necessitate a change in targets, please connect with the Director of Assessment and Data Analytics.

Open SUNY (online programs only)

Director of Graduate Admissions will see that online programs are submitted to Open SUNY.

Website and Marketing Material Updates

All previous steps must be completed before continuing to this step.

Please submit a service desk ticket to the Assistant Dean for Communications and Marketing at ed.buffalo.edu/help for website and program marketing sheet edits/updates.

For NEW PROGRAMS:

Your ticket should include the following:

- An updated program description
- 3-4 bullets of why someone should choose the program at UB (differentiators)
- Who should enroll in the program
- Program overview details for the chart located on the program page
- Program coursework
- Application requirements and the active application

For EXISTING PROGRAMS:

Review the content for your program on [The Graduate School website](#) and submit any necessary updates through the service desk ticket and copy the change request to the Assistant Director for Enrollment Communications.

If you are seeking promotional services, provide a list of any specific majors or groups that should be targeted internally and externally. All promotional efforts are prioritized according to strategic growth initiatives for the school as a whole.

Additionally, review the content for your program on [The Graduate School website](#) and submit any necessary updates to the Assistant Director for Enrollment Communications.

Recruitment Material Updates

Please contact the Assistant Director of Enrollment Communications in the Office of Graduate Admissions to ensure updates are made to our printed recruitment materials, including the recruitment program sheets.