

Please print on yellow paper

Program Announcement and Letters of Intent ROUTING FORM

Complete instructions for the use of this form are provided on the reverse side. If you have any questions, please contact the Office of Academic Affairs at extension 2232.

Part I: To be completed by Department or program committee. After completing Part I, forward form to the appropriate Dean. Note—if the academic program is in the School of Education, the form is sent to the Faculty Council Chair for endorsement, and if in the School of Business, the form is sent to the Curriculum Committee Chair before going to the Dean's office.

New Program Name *Date*

Department/Program Chair *Contact Person*

Curriculum /Program Representative *Date*

Required for School of Education/School of Business programs ONLY

Endorse: YES NO _____
Faculty Council/Curriculum Chair's Signature *Date*

Part II: To be completed by the appropriate Dean (see reverse). After completing, forward form to the Provost.

Endorse: YES NO _____
Dean's Signature *Date*

For Letters of Intent Only

Endorse: YES NO _____
Dean of Graduate Studies Signature *Date*

Part III: To be completed by Provost (see reverse). After completing, forward form back to the Department.

Endorse: YES NO _____
Provost's Signature *Date*

Part IV: After completing this part, forward to the Department who should forward all materials including the routing sheet to the Associate Provost's Office to send to SUNY Central Administration.

UNDERGRADUATE PROGRAMS (PROGRAM ANNOUNCEMENTS)

Approve: YES NO _____
Academic Policies Chair Signature *Date*

Approve: YES NO _____
Priorities and Planning Chair Signature *Date*

GRADUATE PROGRAMS (LETTERS OF INTENT)

Approve: YES NO _____
Graduate Council Chair Signature *Date*

Approve: YES NO _____
Priorities and Planning Chair Signature *Date*

Return this form to the Office of the Associate Provost.

Please print on yellow paper

Instructions for completing the Routing Form

PART I – The sponsoring department or program will start the process by completing Part I and forwarding the form and any attachments to the appropriate Dean. If this is a multidisciplinary program that will cross divisions, all affected Deans will need to sign the form. Note: If the academic program is completely in the School of Education, endorsement by the Faculty Council Chair is required and if in the School of Business, endorsement by the Curriculum Committee Chair is required before forwarding to the Dean.

PART II – The Dean will signify endorsement of the concept by circling yes or no and forwarding the entire package to the Provost. Note: If the Dean does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsements will also be accepted.

Letters of Intent Only: Dean should forward Letters of Intent to the Dean of Graduate Studies who, following the procedure designated above, will forward the entire package to the Provost.

PART III – The Provost will signify endorsement of the concept by circling yes or no and returning the entire packet to the department. Note: If the Provost does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsement will also be accepted.

The Department should address any issues raised by the Dean or Provost before sending ten copies of the proposal and form, along with the appropriate attachments to the appropriate council chairs (Academic Policies and Priorities and Planning for Program Announcements; Graduate Council and Priorities and Planning for Letters of Intent).

PART IV – The appropriate council chair will signify approval by circling yes or no and returning the entire packet to the department. Note: If the proposal was not approved in its original form, it must re-secure the endorsement of the Dean and the Provost.

After all signatures are secured, the entire package should be sent back to the department who will forward the proposal and routing sheet with all signatures to the Associate Provost.