



**University at Buffalo**  
*The State University of New York*  
 Office of the Provost  
 Senior Vice Provost for Academic Affairs

**Curricular Change Deadlines**  
**Undergraduate New or Revised Course and Curriculum Proposals**  
**Submission Schedule 2016 - 2017**

To all units, please find below the deadlines for the 2016-2017 academic year for proposals for new or revised courses or curriculum. These deadlines are targeted at ensuring adequate time for review by the Office of the Senior Vice Provost for Academic Affairs (SVPAA), Vice Provost and Dean of Undergraduate Education, and at the Associate Deans' Council monthly meetings. Proposals submitted past the deadlines will be reviewed, but there may not be sufficient time to ensure implementation in the subsequent fall catalog for the new entering class of students. These deadlines are best estimates of the time needed for approvals; it may take longer if modifications or SUNY and State Education Department (SED) reviews are required. All changes must be submitted for this review process, including revisions such as deleting course requirements, new electives, or admissions criteria. ***The Annual Catalog Update conducted in November addresses basic edits to text, but may not be used to revise curriculum or the above items.*** For assistance please contact Associate Dean Elaine Cusker at 645-0522 or [ecusker@buffalo.edu](mailto:ecusker@buffalo.edu).

**Licensure Degree Programs:** Curriculum proposals for any change to programs leading to licensure regardless of the number of credits requires full review and submission to SUNY and SED for approval before it can be implemented. Please plan such revisions well in advance if intended for the subsequent fall semester.

**Non-Licensure Degree Programs:** SUNY and SED approval is required for non-licensure proposals if the cumulative credit changes to a curriculum reaches one-third (1/3) of the required degree credits or certain other conditions. For details, contact this office and review this SUNY link: [Guide to Academic Program Planning](#). The cumulative count of all changes is from the last date the program was registered with SED. The SVPAA office will monitor cumulative changes to determine when proposals reach this level. Please plan accordingly so that revisions requiring such review are submitted as early as possible to ensure approval for the subsequent fall catalog.

Type of Proposal	Spring 2017 Deadline:	Summer 2017 Deadline:	Fall 2017 Deadline:	Winter 2017 Deadline:
<b><u>Course Proposals - New or Revised:</u></b> Reviewed continuously, but these dates align best with the scheduling and room assignment process.	8/1/2016	11/1/2016	12/1/2016	7/1/ 2016
<b><u>New Degree Programs:</u></b> All licensure and non-licensure.	Not Applicable	Not Applicable	10/1/2016	Not Applicable
<b><u>Licensure Programs:</u></b> Any curricular revisions.	Not Applicable	Not Applicable	10/1/2016	Not Applicable
<b><u>Non-licensure programs:</u></b> Curricular revisions cumulatively resulting in 1/3 or > change in total program credits.	Not Applicable	Not Applicable	10/1/2016	Not Applicable
<b><u>Non-licensure programs:</u></b> Curricular revisions resulting in <1/3 cumulative change in total program credits.	Not Applicable	Not Applicable	1/1/2017	Not Applicable