

## 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 to discuss the necessary request forms.

→ If no, be sure to send AAR updates 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 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.

### 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](http://ed.buffalo.edu/help) for website and program marketing sheet edits/updates. Your ticket should include the following (*see next page*):

#### Office of the Dean

367 Baldy Hall, Buffalo, NY 14260-1000  
716.645.6640 (F) 716.645.2479  
[gse dean@buffalo.edu](mailto:gse dean@buffalo.edu)

[ed.buffalo.edu](http://ed.buffalo.edu)

- 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

If you are seeking promotional services, provide a list of any specific majors or groups that should be targeted internally and externally.

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.

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