

# Graduate Curricular Proposals and Tracking

## Submission Format

All curricular proposals must be submitted to Graduate, Professional, and Interdisciplinary Studies (GPIS) as **Word documents**. Proposals received as PDFs will be returned to the faculty since we need the ability to edit submissions if necessary.

## Document Naming Conventions

Curricular submissions will be renamed to adhere to our new naming conventions that were designed to provide a maximum amount of information in the title thereby simplifying document searches, etc.

This new format is broken up into **five pieces** of information beginning with the:

1. *Category of Proposal*  
New | Major Revision | Minor Revision | Distance Ed
2. *Type of Proposal*  
Course Number or Descriptive Title of Program Proposal
3. *Status of Proposal*  
**P** = Proposed/Pending Approval | **G** = Graduate Council Approval | **F** = Final SUNY/NYSED Approval
4. *Submission or Approval Date*
5. *Effective Term*

### Sample Course Proposals

Naming Convention: **category\_coursenumber\_status\_date\_effectiveterm**

- New Course: NEW\_EDA701\_P\_8.3.21\_202109
- Major Revision: MAJ\_EDA701\_P\_8.3.21\_202109
- Minor Revision: MIN\_EDA701\_P\_8.3.21\_202109

### Sample Program Proposals

Naming Convention: **category\_descriptivetitle\_status\_date\_effectiveterm**

- New Program: NEW\_AutismStudies\_P\_8.3.21\_202109
- Revised Program: REV\_AutismStudies\_P\_8.3.21\_202109
- Add Distance Ed Format: DE\_AutismStudies\_P\_8.3.21\_202109

## Enhanced Tracking

### a. Proposed/Pending Approval

Faculty must submit course or program proposals as Word documents and provide a coversheet with appropriate approvals. Upon receipt, GPIS will save these documents using the naming conventions above, assign the status as 'P' with the date it was submitted, file them in the appropriate Graduate Council folder, and update the curricular tracking spreadsheet.

**NOTE:** Graduate Council will not review proposals without a signed coversheet.

## b. Graduate Council Approval

Proposals that Graduate Council has approved, will be saved with a 'G' status and the date it was approved.

- Course proposals will be converted to a PDF. The pdf will be saved in the Graduate Curriculum SharePoint site, shared with Records & Registration, and the curricular tracking spreadsheet will be updated with GC approval date and when it is sent to R&R.
- Program proposals will be shared with the Academic Planning Team for final edits and submission to SUNY/NYSED.

## c. Final Approval

Program proposals that have received **final approval** from SUNY and NYSED will be converted to a PDF, save with an 'F' status to denote the final version along with the date it was approved, and filed in the appropriate folder in the Graduate Curriculum SharePoint site. The proposal should be saved as a word document and pdf. Receipt of final approvals will trigger the following workflows:

### Records & Registration Updates

- ☐ R&R will build program/major codes and courses in Banner. They will need to know: School, Degree, Program Title, Effective Term, HEGIS and CIPC codes.
- ☐ DGW Team will need the plan of study to build the progress report.

### CourseLeaf Catalog Updates

Banner updates must be done before we can update the catalog

- ☐ Program Overview
- ☐ Admission Requirements
- ☐ Plan of Study
- ☐ Degree Requirements

### Slate Updates

- ☐ Graduate Coordinator – this individual will need to submit a [Slate User Access Form](#) and attend at least one [Slate training](#).
  - **Application Review Process**  
Any individual participating in the review process will need to register for an account and training.  
We will need any rubrics that will be used in the review process.
- ☐ Admission Requirements are needed for a program-specific checklist requirements
- ☐ Advisors for the program so that we can bring the advisor assignment into Banner upon admission.

### Promotional Updates

Banner updates must be done before we can update the catalog

- ☐ GPIS Standard Trio—one-sheet, website, and digital screens
- ☐ Request meeting with OCM to discuss other marketing needs