

State University of New York at New Paltz
Graduate Program Proposal Form

☐ NEW PROGRAM ☐ REVISED PROGRAM
☐ ADD DISTANCE ED FORMAT

Contact the Associate Provost for Academic Planning & Learning Innovation if you are interested in developing a new program, revising an existing program, or adding a distance education format.

PROGRAM SUMMARY

SCHOOL:

- ☐ Liberal Arts & Sciences ☐ Education
☐ Fine & Performing Arts ☐ Business
☐ Science & Engineering ☐ Interdisciplinary

☐ Do you need an Advisor Release Number for new/
first semester students? _____

Effective Term: _____
Student Level for Program: _____
Course Level for Program: _____
Degree Type & Sch. (e.g., MST_ED) _____
Program Title (e.g., Childhood Ed 1-6): _____

DEPARTMENT: _____

PROPOSER'S NAME: _____
(Print & then sign)

Has the Dean of the Library verified that the library's collection and databases support this program? ☐

Has Academic Computing verified that there is adequate support for this program? ☐

If applicable, consult the department(s) that will be impacted by this program and obtain the signature(s) of the chair(s) and dean(s). The signature(s) will indicate approval of this new program or program revision.

Chair, Originating Dept.: _____ Date: _____

Chair, Sch. Council, if applicable (e.g., EDCO, LA&S Senate): _____ Date: _____

Academic Dean, Originating Dept.: _____ Date: _____

Affected Department _____ Chair's Signature: _____ Date: _____

Affected Department _____ Chair's Signature: _____ Date: _____

Academic Dean, Affected Dept.: _____ Date: _____

Presiding Officer for Graduate Council: _____ Date: _____

Associate Provost for APLI: _____ Date: _____

Provost/Vice President, Academic Affairs: _____ Date: _____

CONSULTATION

APPROVALS

ADMINISTRATIVE OFFICE USE ONLY

Effective Term: _____ Program Contact : _____

Program Code: _____ Major / Concentration: _____

RECORDED IN BANNER:

Course Registration Restrictions updated with new major code? _____

Records & Registration (signature): _____ Date Entered: _____

Curricular Build Tracking: (dates notified/updated)

Program Director: _____ Catalog: _____ Progress Report: _____ Admissions: _____

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Guidelines for Submission

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. Once the program proposal has been approved by the Academic Deans, please email word document and signed cover sheet to: gradstudies@newpaltz.edu.

Review our [Graduate Curricular Proposals and Tracking Guidelines](#) for more information about the submission and program approval tracking process.

Part I: New, Revised, or Distance Education Format Graduate Program Proposals

Proposals for new graduate programs, advanced certificates, or revisions to existing programs, must follow the SUNY guidelines at <https://www.newpaltz.edu/graduate/faculty/curricular-forms/>.

Part II: Cover Letter

Please write a cover letter describing your proposal including the rationale for the new program, changes to an existing program, or request to add the distance education format.

Part III: Graduate Program Proposal Checklist

- ☐ The proposal is in a Word Document format.
- ☐ The proposal has a cover sheet signed by the appropriate governing bodies.
- ☐ The proposal addresses all the sections of the SUNY Proposal Form.
- ☐ **If the proposal includes new or revised courses**, the appropriate course proposal forms have been completed and attached as Word Documents along with individual signed cover sheet(s). All new/revised course syllabi have been created using the [Graduate Course Syllabus Template](#).

NOTE: If this program proposal includes new or revised courses, you must submit approved cover sheets for each course proposal.