

State University of New York at New Paltz

Revised Graduate Program Proposal Form

Use this form *only* to **revise** an existing graduate program. Revisions to Teacher Education program proposals require inclusion of SED Guidelines (see Part II). Proposing a new graduate program requires a different form.

PROGRAM SUMMARY

SCHOOL: Liberal Arts & Sciences Education
 Fine and Performing Arts Business
 Science & Engineering

EFFECTIVE TERM: _____
(Completed by Graduate Dean)

DEPARTMENT: _____

PROGRAM TITLE: _____

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

Place a check here if this is a revision to a Teacher Education program:
(Additional SED Guidelines are required for Teacher Education programs—see Part II)

Place a check here if you've consulted the Collection's Development Librarian:
(Check ONLY after verifying the library's collection supports this revised program)

Place a check here if you've consulted with Academic Computing regarding technical needs:
(Check ONLY after verifying there is adequate technical support for your revised program)

Please list other departments that will be impacted by this revised program offering and ask the chair(s) of those departments to sign and date below, indicating that they have been notified of this new program offering.

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

If this program leads to teacher certification, please consult the appropriate department(s) and obtain the signatures of the chair(s) and academic dean affected by this new program offering.

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

Chair, Education Council (if applicable): _____ Date: _____

Dean, School of Education (if applicable): _____ Date: _____

If no other department will be affected by this revised program offering, please check here

Chair, Originating Dept.: _____ Date: _____

Presiding Officer, School/College Governing Body: _____ Date: _____

Academic Dean: _____ Date: _____

Graduate Dean: _____ Date: _____

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

COURSE RECORDING:

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

CONSULTATION

APPROVALS

Guidelines for Submitting Revisions for an Existing Graduate Program

Please submit one original program proposal and a cover sheet, along with an electronic copy, to the Dean of The Graduate School, HAB 804. Be sure that the cover sheet includes appropriate signatures. **Discuss the proposal guidelines with the Dean of the Graduate School before you develop the proposal.**

Part I: Summary Information for College Records

Answers to the following two questions will help us modify your program in Banner and ensure that prospective students meet your admission requirements.

1. Please provide the following program information:
 - a. Degree Type & School (e.g., MST_ED)
 - b. Student Level enrolled in program: (e.g., GR)
 - c. Course Level for program: (e.g., GR)
 - d. Effective Term: (e.g., when the program will be offered)
 - e. Major Code and Title: (e.g., 020A-Childhood Ed 1-6)
 - f. If there will be different concentration areas for this major, please list the concentration codes and titles.

2. Please provide the following program admission information:
 - a. Should students be allowed to apply for this program online?
 - b. What are the admission requirements for entry into this program?
 - c. Is this program open to international students? If so, will you be able to offer full-time course work for international students?

Part II: Teacher Education Programs

All revised Teacher Education graduate program proposals must incorporate the new State Education Department (SED) guidelines. You may download a Teacher Education Core Application Packet from our website at: www.newpaltz.edu/graduate/forms.html.

Part III: Revised Program Proposal Checklist

- The proposal has a cover sheet that has been signed by the appropriate governing bodies.
- The proposal addresses all the sections of the program proposal form.
- The proposal includes Teacher Education SED guidelines (if appropriate)
- If appropriate, faculty vitae and course syllabi are attached. Be sure that each course syllabus includes:
 - Course objectives/learning outcomes
 - Course overview
 - Sample textbooks or materials used
 - Sample assignments and class activities
 - Methods of evaluation and grading
 - Statement of academic integrity

GUIDELINE FOR REVISION OF EXISTING GRADUATE ACADEMIC PROGRAMS

The State Education Department requires re-registration of a program in which significant changes are made:

New registration shall be required for any existing curriculum in which major changes are made that affect its title, focus, design, requirements for completion, or mode of delivery. §52.1(h). Regulations of the Commissioner of Education

A major change for a graduate program may involve 9 or more required (non-elective) credits, or a change in focus (e.g., biological sciences to health professions), a change in location, or a change in format (e.g., day to evening). Any change to a program leading to New York State teacher certification or licensure is considered major.

For each existing program for which a *major* change is requested, the following minimal information should be provided under the signature of the campus president or chief academic officer and addressed to the Provost of the University:

- 1) The name of the program (by *registered* title), the award, and the SED program code number from the *SED Inventory of Registered Programs*. If the program leads to teacher certification, indicate the current certificate area and level. If the program leads to New York State licensure, please state.
- 2) The rationale or need for the change. The most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, or comparative market information.

If the program leads to certification in classroom teaching, describe how the proposed change is consistent with the standards for certification in §52.21(b) of the *Commissioner's Regulations*. State how the proposed change is consistent with the University's *New Vision in Teacher Education*, available at: <http://www.sysadm.suny.edu/provost/teachered.htm>, and with the standards for the accreditation of the program by your chosen national accrediting body.

- 3) Curriculum outline of the current program and of the proposed revised curriculum, with changes in program (e.g., courses added, deleted) clearly noted.
- 4) Course outlines for new courses. Indicate prerequisites, the frequency with which the course is offered, and the name, faculty rank, and status of the instructor(s). If none, please so state.
- 5) For new faculty teaching new courses, provide brief résumé(s). If no new faculty are required, please state.
- 6) Description of any additional costs. If none, please explain.
- 7) Effective date of the change in the program. If the current program needs to remain registered until students have graduated (or have been otherwise accommodated), please indicate the anticipated effective date of discontinuance by which time all matriculants will have cleared the program.