

SUNY Fredonia Program Proposal Form

For new programs or program changes effective 2011 or later.

1. (a) *Program Title:*

(b) *Department Making Proposal:*

(c) *Chair/Director:*

(d) *Office Number/Building:*

(e) *Telephone:*

(f) *E-mail:*

2. *Check which applies:*

<input type="checkbox"/> Major Program	<input type="checkbox"/> Minor Program
<input type="checkbox"/> Concentration	<input type="checkbox"/> Other:

3. *Check which applies:*

<input type="checkbox"/> Proposed New Program	<input type="checkbox"/> Proposed Change to an Existing Program
<input type="checkbox"/> Proposed Department Name Change	

4. *Does this proposal impact the Professional Education Unit?*

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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5. *If changes are being proposed to an existing program, provide a brief overview of the proposed changes.*

6. *If this is a proposed change to an existing program, provide the current catalog listing (show those parts of the current listing that are being revised).
Note: If desired, responses for items 6 and/or 7 may be attached as a separate file.*

7. *Provide a complete catalog listing for the new or revised program requirements, following the format used in the current university catalog.*

8. *Please provide a rationale for the proposal, including a discussion of resource implications. If appropriate, indicate how the proposed new program or program change resulted from program assessment.*

9. *If a new program is being proposed, please provide a plan for program assessment. This should include, in particular, a plan for the assessment of student learning that follows the format of existing plans on file with the Office of Campus Assessment.*

10. *Please list any new courses or changes to existing courses related to this proposal. Remember to submit proposal forms for these.*

11. *If this is a proposed new degree program:*

(a) If an undergraduate program, complete and attach the SUNY Program Announcement (Appendix A) form.

(b) If a graduate program, complete and attach a draft Letter of Intent.

“Signature” Page

12. *Chair’s Approval: I hereby approve this proposal and attest that all affected departments have been informed, and (if this is a proposal for a new program) that the Registrar has approved the proposed program title.*

Name: _____ Date: _____

13. *Dean’s Approval: I hereby approve of this proposal. In so doing, I acknowledge that any resource implications of the proposal have been considered, and that any concerns the administration has in this regard will be communicated to the Academic Affairs Committee.*

Name: _____ Date: _____

14. *Approval by the Professional Education Council (required if the proposal impacts the Professional Education Unit):*

Name: _____ Date: _____

15. (a) *Approval by the Graduate Council (required for a new graduate program or significant change to an existing graduate program):*

Name: _____ Date: _____

(b) *Approval by the Academic Affairs Committee (required for a new undergraduate program or significant change to an existing undergraduate program):*

Name: _____ Date: _____

16. *Approval by the Vice President for Academic Affairs and Fredonia University Senate Chair (if major change to an existing program or new program):*

Name: _____ Date: _____

Name: _____ Date: _____