

Faculty Senate Program Proposal Checklist



All requests for review must be **submitted to the Chair of Faculty Senate** for distribution to the appropriate committees. Submissions must be received at least six weeks prior to the last Faculty Senate meeting of spring semester to be considered during the academic year of submission. Please be aware that library impact statements take some time and should be requested early in the preparation of a proposal. Before submission, please ensure that the procedures for review have been completed.

Instructions are available

On-campus: <http://www3.potsdam.edu/curricularapproval/>

Off-campus: <http://webproxy.potsdam.edu:2048/login?url=http://www3.potsdam.edu/curricularapproval/>

Program Proposal Title:

Proposal Type:

All SUNY forms are available at <http://system.suny.edu/academic-affairs/acaproplan/app/forms/>

- New Undergraduate Program** - attach [SUNY Form 2A](#) Sections 1-5
- New Graduate Program** - attach [SUNY Form 2B](#) Sections 1-5
- New Undergraduate Certificate** - attach [SUNY Form 2C](#) Sections 1-5
- New Graduate Certificate** - attach [SUNY Form 2C](#) Sections 1-5
- Revised Undergraduate Program** - attach [SUNY Form 3A](#)
- Revised Graduate Program** - attach [SUNY Form 3A](#)

School(s):

- Arts and Sciences Crane Education and Professional Studies

Primary Contact:

Representative invited to meet with the Senate committee(s) to discuss the proposal:

Name:

E-mail:

Required Impact Statements:

- Dean of Arts and Sciences
- Dean of Crane School of Music
- Dean of Education and Professional Studies
- Director of Libraries
- Director of Academic Transfer Services (undergraduate only)
- Director of General Education (undergraduate only)

Additional Impact Statements:

If applicable, from departments and offices

- Computing and Technology Services
- International Education and Programs
- Applied Learning
- Financial Aid
- Other (Please List)

Dean (Undergraduate) or Director (Graduate) must submit the complete proposal package with checklist to the Chair of the Faculty Senate.

Submitted By:

Print Name:

Signature:

Date: