

# Program Proposal Form

## School of Education & Professional Studies

INSTRUCTIONS: All forms must be submitted electronically to the SOE&PS Academic Affairs Committee (AAC).  
(Revised September 2024)

Proposal Name:		Department:	
Point of Contact (POC) Name:		Department Chairperson:	
POC Email:		Department Chairperson Email:	
Program revisions*    Yes    No (check appropriate box below)	New Major/Minor/Certificate**    Yes    No (check appropriate box below)	Other:    Yes    No (specify)	
<div>           Revisions to a current major             Revisions to a current minor             Revisions to a current certificate   <b>Revisions to a current microcredential</b> </div> <p>*NOTE: SUNY and NYSED (New York State Education Department) are involved when there is a change to 1/3 of the total credits for a program—a change of 40 or more credits for a 120-credit program. Note: replacing a 3-credit course with another 3-credit course equals a 6-credits change.</p> <p>If the revision does not need to involve SUNY and NYSED (that is, it is less than a 1/3 change), then the paperwork only needs to go to the SOE&amp;PS AAC—and NOT Faculty Senate. AAC chair will notify the Registrar’s Office and the point of contact upon approval.</p>	<div>           New minor             New major             New certificate             Online option for an existing major             New online major   <b>New microcredential</b> </div> <p>**The Dean will present the proposal along with the preliminary business plan or approval to President’s Council prior to submitting it to SOE&amp;PS AAC.</p> <p>Majors require the appropriate <a href="#">SUNY Forms</a> in addition to this form. Minors require only this form.</p> <p><b>Microcredentials: 1-8 credits need School approval; 9+ need Faculty Senate approval.</b></p> <p>The SOE&amp;PS AAC chair will communicate with the SOE&amp;PS Dean to request impact statements before submitting to Faculty Senate.</p> <p>Impact statements typically requested by the SOE&amp;PS Dean:</p> <ul style="list-style-type: none"> <li>• Grad Program – A&amp;S/Crane/SOE&amp;PS Deans, Library</li> <li>• Online Grad – A&amp;S/Crane/SOE&amp;PS Deans, Library, CCI</li> <li>• UG Program – A&amp;S/Crane/SOE&amp;PS Deans, Gen Ed, Admissions, Library</li> <li>• Online UG – A&amp;S/Crane/SOE&amp;PS Deans, Gen Ed, Admissions, Library, CCI</li> </ul>		

Proposals for program revisions that **do not need** SUNY & NYSED approval must have completed and attached: \_\_\_\_\_

SOE&PS Proposal Form (this form)

Narrative describing proposed changes

A course syllabus for any new courses proposed as part of the program

If the revision **does not need** to involve SUNY and NYSED (that is, it is less than a 1/3 change), then the paperwork only needs to go to the SOE&PS Academic Affairs Committee (AAC)—and NOT Faculty Senate. AAC will notify the Registrar's Office and the point of contact upon approval. Once approved, the point of contact will need to notify the SOE&PS Program Aide to initiate the Registrar's Online Banner Catalog Form and/or the Banner Schedule Change Form.

Proposal processes for new major/minor/certificate move in this order, and must complete and attach: \_\_\_\_\_

For the Dean to discuss the business plan:

SOE&PS Proposal Form (this form)

Narrative describing proposed major/minor/certificate

Business Plan (The template is available from the SOE&PS AAC Chair)

For the SOE&PS Academic Affairs Committee via the SOE&PS Dean (after the Business Plan is approved):

SOE&PS Proposal Form (this form)

Narrative describing proposed major/minor/certificate

Appropriate SUNY Form for new programs

For Faculty Senate (after proposal is approved by the SOE&PS Academic Affairs Committee:

SOE&PS Proposal Form (this form)

Narrative describing proposed major/minor/certificate

Business Plan

Appropriate SUNY Form for new programs

Once final approval is obtained:

BearDen Program Change Form (as appropriate)

New Major/Minor/Certificate Title: \_\_\_\_\_  
(Do not exceed 30 characters, including blanks.)

Semester/year you plan to offer the new program: \_\_\_\_\_ Department: \_\_\_\_\_

The SOE&PS Academic Affairs Committee and Faculty Senate require and appreciate your responses to the following questions for a program revision or new program proposal.

1. Rationale for the proposal (this should be separate from the narrative request):

2. Program Student Learning Outcomes – PSLO (Recommended: 3 – 5):

3. Effect on other majors or minors within the requesting department:

4. Effect on general education:

5. Effect on other College-wide programs. If there is potential duplication with other departments in the College, include written confirmation from the Chair(s) of the other department(s) that they are agreeable to the potential overlap. The responding Department Chair's statement should be in writing and signed (include additional documents with proposal).

6. Does this program already exist in SUNY? If so, where is it offered and how does the Potsdam program distinguish itself from the other programs? A simple chart (ex. **institution, program title, program name**) comparing the new program to other SUNYs with similar programs will be helpful. Attach additional document if information exceeds this space. Resource: [SUNY Form Link](#)

7. How does this department plan to recruit into, and retain its students in this new program?

8. How will supporting/collaborating departments demonstrate that there is sufficient space in required classes to support the new program?

9. How and when will this program be implemented? For example: (a) What is your anticipated timeline and are there resources to support it? (b) Are all courses ready, available, and staffed for this program? (c) Are there any parts of this program that will be rolled out in year 2 and beyond? (d) Are new online courses part of this program, have you conferred with the SOE&PS Dean?

10. Provide a description of the potential for the program to succeed, and any anticipated pitfalls.

11. How will the curriculum of this new program address issues of Diversity, Equity, and Inclusion (DEI)?

12. How easy will it be for students—inside and outside of the department—to complete this program? How about for transfer students? For example: (a) can the minor be completed in 2 years (b) can this reasonably be a double major, etc.

13. How will you include this program in your department's assessment process? (Respond for a minor, too.)

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Department Chair Signature

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Date

**ACTIONS:**

**SOE&PS Academic Affairs Committee Decision:**

Recommends approval as written

Recommends approval with the following revisions (below):

Suggested Revisions:

Required Revisions:

Does not recommend approval (comments below):

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SOE&PS Academic Affairs Committee Chair Signature

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Date

Once approved the SOE&PS Academic Affairs Committee Chair sends an email to the following stakeholders:

- Point of Contact
- Department Chairperson
- SOE&PS Dean and Administrative Assistant to the Dean
- [Faculty Senate Vice Chair](#)