New Registered Degree Programs - Graduate

Idea Consideration Phase

Faculty member discusses a new program idea with Department Chair

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Chair discusses the idea with the Dean/Associate Dean; requests data for a needs analysis from Dean's Office

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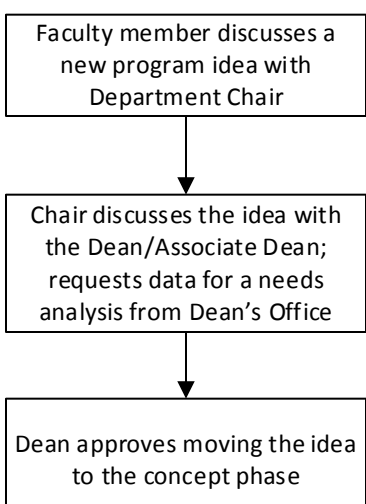
Dean approves moving the idea to the concept phase - - - → Chair forms a faculty design team; selects a lead

Concept Phase
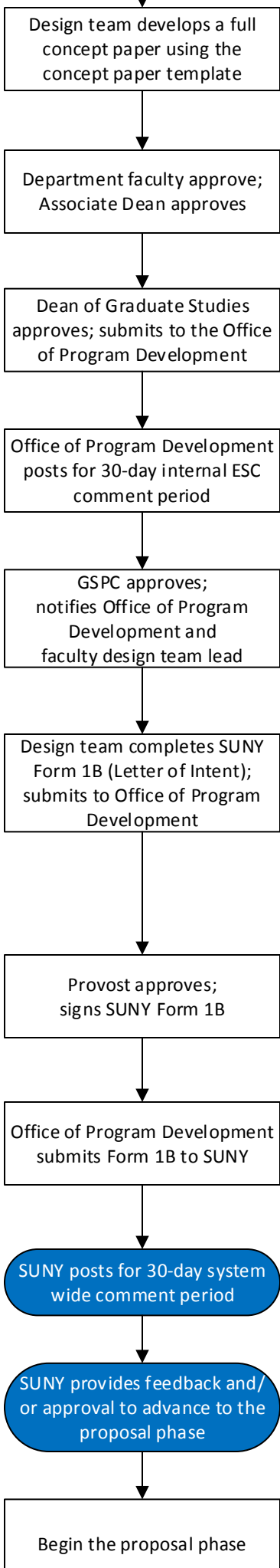
Design team develops a full concept paper using the concept paper template - - - → Consults with faculty experts, the Office of Program Development, or others as needed

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Department faculty approve; Associate Dean approves

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Dean of Graduate Studies approves; submits to the Office of Program Development - - - → Prior to posting, the Office of Program Development notifies the Provost and President's Office

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Office of Program Development posts for 30-day internal ESC comment period - - - → Notifies GSPC and asks to have it placed on its next meeting agenda

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GSPC approves; notifies Office of Program Development and faculty design team lead

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Design team completes SUNY Form 1B (Letter of Intent); submits to Office of Program Development - - - → Office of Program Development does a technical review of SUNY Form 1B

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Provost approves; signs SUNY Form 1B

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Office of Program Development submits Form 1B to SUNY - - - → Faculty design team begins drafting the proposal using SUNY Form 2B

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SUNY posts for 30-day system wide comment period

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SUNY provides feedback and/or approval to advance to the proposal phase

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Begin the proposal phase

Proposal Phase
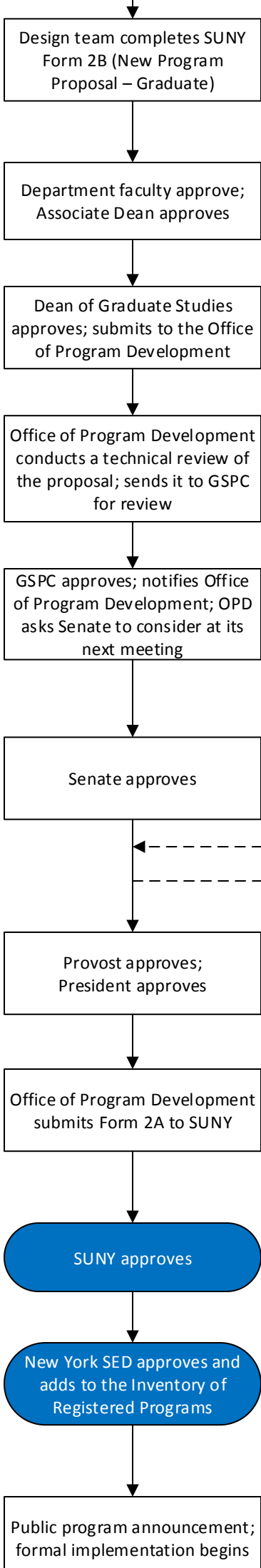
Design team completes SUNY Form 2B (New Program Proposal – Graduate) - - - → Begin the external review process

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Department faculty approve; Associate Dean approves   Design team identifies 3-5 possible external reviewers (at least 1 from out of state)

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Dean of Graduate Studies approves; submits to the Office of Program Development   Office of Program Development submits the names to SUNY for consideration and approval

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Office of Program Development conducts a technical review of the proposal; sends it to GSPC for review   Schedule the external reviewers' site visit to Saratoga

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GSPC approves; notifies Office of Program Development; OPD asks Senate to consider at its next meeting   Conduct the external review and site visit; reviewers complete SUNY Form 2D

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Senate approves   ESC responds to reviewers' comments; modifies the proposal as needed

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Provost approves; President approves   Begin the internal implementation process (pending NYSED registration)

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Office of Program Development submits Form 2A to SUNY

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SUNY approves

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New York SED approves and adds to the Inventory of Registered Programs

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Public program announcement; formal implementation begins

January 2017