

New or Revised Program Proposals

A Step by Step Guide to Program Proposal

Thank you for your interest in developing a new or revised program for your department. Below are step-by-step instructions for the application process which you can expect will take approximately six months to a year from start to finish. Any questions about this process should be directed to Associate Dean for Academic Affairs (ADAA); status of an application, approved within GSE and forwarded to Capen Hall, can be found [In Status Document in UB Box](#).

1. Faculty interested in new or revised program contact ADAA
2. ADAA and faculty member(s) meet to:
 - Discuss program/course concept and ask questions
 - Complete a preliminary program duplication check
 - Review processes, procedures, and timelines
 - Receive the correct SUNY form link (based on type of request)
3. Course duplication check
 - Must assure that proposed courses do not currently exist.
 - ADAA will assist in duplication check
4. Course approval and program proposal work occur concurrently
 - Student Learning Outcomes must include SUNY required active verbs.
 - Program must be vetted by the Department.
5. Once complete with all approved new course proposals included, faculty member returns documents to ADAA.
 - ADAA sends the application to the Department Chair and Admissions Director for review.
 - Department Chair adds to Program Directors/Curriculum Committee meeting agenda.
 - Program Directors/Curriculum Committee vote on approval of application.
 - Department Chair sends letter of department support to ADAA for review and approval.
6. ADAA/Chandra Murphy forwards packet along with Dean's letter of support to Katie Darling at the Graduate School or Krista Hanypsiak in the Undergraduate Education Office.
 - Application is reviewed and suggestions made for improvement.
 - Once finalized, proposal(s) is reviewed and approved by the appropriate Associate Dean's Council.
7. When required the approved proposal(s) is forwarded to SUNY.
8. SUNY representatives review and advise of any changes (notification of required changes will come via Katie Darling or Krista Hanypsiak).

Office of the Dean

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University at Buffalo

Graduate School of Education

9. Once finalized, SUNY representatives forward to State Education Department (SED) when required.
10. SED representatives review and advise of any changes (notification of required changes will come via Katie Darling for Graduate Programs; Krista Hanypsiak for Undergraduate Programs).
11. Graham Hammill forwards official letter of approval from SUNY/SED to Dean Rosenblith and faculty involved in the application process; Dawn Haak in the Dean's Office updates the [Proposal Status Document in UB Box](#).
12. ADAA initiates processes for website updates, application development, and student support needs.

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