



# Graduate School

## Proposal for a New Graduate School Degree Program or Graduate Field

Contact for questions and proposal submission: [gcproposals@cornell.edu](mailto:gcproposals@cornell.edu)

Faculty contact name, title, and email for this proposal:

DGS:

Field Name:

Date:

To propose a new degree program or graduate field for review by the [General Committee](#), the Graduate School's faculty governing body, please answer the questions below describing how your proposed program/field will impact key areas in graduate education. Proposals should not exceed 5 pages. Please include a cover page with a one-page table of contents and a completed Graduate Degree Program, SUNY Form 2B (available from [Kristin Walker](#)). These items are not included in the page limit. Please submit as one PDF document to: [gcproposals@cornell.edu](mailto:gcproposals@cornell.edu).

\*[Concentrations](#) should be described in this document (but not in the state proposal forms, as of fall 2021).

1. Please provide a short, executive summary outlining your proposal, clarifying why the program/field is needed, and identifying mitigation measures for any negative or unexpected consequences of your proposal.
2. Explain anticipated impacts, if any, associated with the [Graduate Faculty's Code of Legislation](#), including:
  - a. Appointment of the DGS (if applicable)
  - b. Nomination of faculty as field members (if applicable)
  - c. Student selection of Special Committee (chair and two minor members; will there be a field-appointed member?)
  - d. Timing, format of, and expectations for the A Exam (for PhD programs)
  - e. Will students be eligible for a master's degree upon completion of the A Exam? (for PhD programs)
  - f. Number of registration units required for the degree
3. What are the sources and amount of funding for students?
  - a. If this is a professional program, will any funding be made available to support students with financial hardship or promote diversity?

- b. If this is a doctoral program, what is the anticipated funding duration and typical pattern of funding?
4. How will admissions decision will be made? Share evaluation rubrics, if available (this can be an appendix if it exceeds the 5-page limit).
5. Describe how course evaluations and/or periodic external reviews will be used to support program improvement.
6. What are your plans and resources for recruitment, mentoring, and creating a culture of belonging for students from diverse backgrounds?
7. What are your plans and resources to support the professional development of students in the proposed program? For master's degree programs, will career services be offered by the program, college, or coordinated centrally by the University Career Services office?
8. What are your plans and resources to create a culture that supports the mental health and well-being of students in the proposed program?
9. List other Cornell degree programs or concentrations that overlap or are closely related to the proposed program. What are the distinctive elements of the proposed degree program?
10. Demonstrate you have vetted the name and disciplinary focus and provide statements or letters of support from programs with similar names or disciplinary overlap (letters not included in page limit).
11. Please indicate the results of a field faculty vote on the proposed program. Include the  
number of faculty voting yes:  
number of faculty voting no:  
number of faculty voting to abstain:  
number of faculty who did not vote:  
total number of field faculty eligible to vote:
12. Include letters indicating support for your proposal from all relevant College Deans and any other appropriate leadership (not included in page limit).