



# Graduate School

## Proposal for Adding, Revising, or Removing Concentrations

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

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

DGS:

Field Name:

Date:

Graduate concentrations at the sub-discipline level must be reviewed and approved by the [Course-based Graduate Degree Review Committee](#) but do not require approval by and registration with NYSED. However, if a concentration has the same name as a registered degree track, and is used interchangeably, these concentrations must continue to be submitted to NYSED for approval and registration of a specific degree curricula.

Please provide an executive summary describing how your proposed changes will impact key areas in graduate education per the [Graduate Faculty's Code of Legislation](#). This document should be no more than 5 pages. Please submit as one PDF document to: [gradproposals@cornell.edu](mailto:gradproposals@cornell.edu).

Once you submit this completed form to the Graduate School for review and approval, we can advise you if NYSED registration is required after internal review and approvals.

Executive Summary Guidelines (no more than 5 pages):

1. Please indicate what concentration change(s) you are proposing:
  - adding new concentrations
  - renaming existing concentrations
  - deleting existing concentrations
2. Describe the proposed change(s). Include the rationale for the proposed changes and how these will align with the field's current mission, needs of your students, and the direction of your broader discipline.
3. Describe new resources, if any, that will be needed to support the proposed concentration changes. What will be the source(s) of funds for these new resources?
4. Do you anticipate an increase in the number of students in your program as a result of these changes? If so, please indicate what new resources you will have to support additional students: funding, advising/mentoring, professional development, etc.

5. Describe the impacts to current students, e.g., on students with a concentration that you are proposing to delete.
6. Using the [current listing for your field](#), please edit to show the proposed web listing.

Sample:

Atmospheric Science

ATMOSPHERIC SCIENCE [M.S., M.S./Ph.D., Ph.D.]

- atmospheric science

Revised (please insert your proposed concentration list here using the above as a format template)

7. Please include a list of any new/additional faculty (and their department) who are expected to join the field to support new concentrations (not included in page limit).
8. Demonstrate you have vetted the name and provide statements or letters of support from programs with similar names (letters not included in page limit).
9. Include the outcome of a field faculty vote on the proposed changes. 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:
10. Include letters indicating support for your proposed revisions from all relevant college deans and any other appropriate leadership (not included in page limit).

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