



Graduate School

Proposal to Create or Revise a Minor Field

Contact for questions and proposal submission: gcproposals@cornell.edu

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

DGS:

Field Name:

Date:

To propose or revise a minor field for review by the [General Committee](#), the Graduate School's faculty governing body, please answer the questions below describing how your proposed minor 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 submit as one PDF document to: gcproposals@cornell.edu.

Note: Graduate field names are within the administrative and organizational purview of the University and do not require approval of NYSED or SUNY. Minor concentrations generally do not require approval of NYSED or SUNY.

1. Please provide a short executive summary outlining your proposal, clarifying why the minor is needed, and identifying mitigation measures for any negative or unexpected consequences of your proposal.
2. Following the guidelines in the [Graduate Faculty's Code of Legislation](#), how do you anticipate:
 - a. Selecting the Director of Graduate Studies (DGS)
 - b. Nominating faculty as field members
3. Have you considered adding a concentration to an existing degree program rather than creating a new minor field? List other Cornell degree programs or concentrations that overlap or are closely related to the proposed minor field. What are the distinctive elements of the proposed minor field?
4. Please list and explain the academic requirements for the minor and describe how they will be monitored.
 - a. For professional degree students, requirements are typically defined in terms of required courses. Successful completion must be communicated to the students' college registrar for notation on the transcript.
 - b. For research degree students (MA, MA, PhD), the requirements are typically stated in terms knowledge mastery as determined by the faculty member representing the minor concentration on the student's special committee.

5. Please indicate from which fields you expect graduate students to choose this minor. What student needs do you anticipate will be met by this minor?
6. If this is a new minor field, are there any plans to grow this field to a degree-granting field?
7. Demonstrate you have vetted the name and provide statements or letters of support from programs or fields with similar names (letters not included in page limit).
8. Please include a list of faculty expected to be members of this minor field (not included in page limit).
9. Include letters indicating support for your proposal from all relevant College Deans and any other appropriate leadership (not included in page limit).