1. The review process from concept paper to approval by the President and Provost/Sr. VPAA usually takes at least 18 months.

2. Concept Paper: While extensive documentation is not needed (not more than 5 pages), this concept paper should describe the goals of the proposed program; how the program fits with RIT’s mission and strategic directions; specific curricular linkages with other academic programs and associated interdisciplinary connections.

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**Preliminary Process**

- New program idea vetted and supported by college faculty and leadership
- Brief concept paper created by initiator shared with Dean

**Pivotal Review Stages**

- **Review by Dean and Provost/Sr. VPAA**
- **Review by Council of Deans**

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**College and Institute Formal Review**

- **Review by Department Curriculum Committee**
- **Review by College Curriculum Committee**
- **Review by Dean**
- **Review by Provost/Sr. VPAA and Council of Deans (Executive Summary of Proposal presented)**

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**Budget/Space/Resource review** (Provost/Sr. VPAA, VP F&A, VP EMCS)

Programs must be included in the RIT budget hearings for 5-year budget approval

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**Review by Intercollegiate Curriculum Committee or Graduate Council**

(provide copies of full proposal to each committee member)

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**Final Review by Provost/Sr. VPAA**

- By January 31

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Incremental budget approval through RIT annual budget process

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Approval by President and Provost/Sr. VPAA

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Review and registration with NY State Education Department

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Advertise and recruit students