**OVERVIEW: A College Exploration Program is an undeclared option designed to allow students to complete undergraduate courses while actively pursuing career exploration. This option offers students the flexibility and time to explore a variety of majors within the University without delaying their graduation.**

***DIRECTIONS: To create a new College Exploration Program, please provide the following information:***

*(check the applicable box as you complete each item)*

|  |
| --- |
|[ ]  **Anticipated Start Term for New College Exploration Program** (i.e. when new students will begin program) :Click or tap here to enter text. |
|[ ]  **Name of New College Exploration Program:** Click or tap here to enter text. |
|[ ]  **Description of New College Exploration Program:**Click or tap here to enter text. |
|[ ]  **Rationale for New College Exploration Program:**Click or tap here to enter text. |
|[ ]  **Attach** [**Table 1**](https://www.rit.edu/academicaffairs/academicprogrammgmnt/sites/rit.edu.academicaffairs.academicprogrammgmnt/files/docs/PROGRAM%20COURSES%20AND%20SCHEDULE%20TABLE%201A.docx) **for New College Exploration Program** |

***REQUIRED CONSULTATIONS AND SIGN-OFFS:***

|  |
| --- |
|[ ]  **Department - Approval Date:**Click or tap here to enter text. |
|[ ]  **College Curriculum Committee - Approval Date:** Click or tap here to enter text. |
|[ ]  **Enrollment Management – Approved By/Date:** Click or tap here to enter text. |
|[ ]  **Submit this Completed Form and Related Materials to the** **Office of the Vice Provost****.** **After review and approval, the Office of the Vice Provost will complete the following steps:*** Forward proposal to the Provost for review and approval
* Submit program information to:
	+ Registrar’s Office to set up Program Code
	+ Applicable RIT contacts for inclusion on the [**RIT Programs of Study website**](https://www.rit.edu/study) and in the [**Undergraduate Bulletin**](https://www.rit.edu/marketing/sites/rit.edu.marketing/files/docs/pdfs/Undergrad_Bulletin.pdf)
 |

** ***Note: A NYSED application is not required because College Exploration Programs are not degree programs.***

**Questions: Please contact the** [**Office of the Vice Provost**](https://www.rit.edu/academicaffairs/academicprogrammgmnt/contact-us)**:**Dr. Anne G. Wahl, Assistant Provost, (585) 475-7688, [agwvpa@rit.edu](file:///%5C%5Cmain.ad.rit.edu%5CShares%5CACAD%5CACAD_ViceProvost%5CWebsite%5C2018-2020%20Website%20Updates%5CNew%20Program%20Proposals%20Checklist%5Cagwvpa%40rit.edu)
Karel Shapiro, Administrative Assistant, (585) 475-2527, [kdsdfp@rit.edu](file:///%5C%5Cmain.ad.rit.edu%5CShares%5CACAD%5CACAD_ViceProvost%5CWebsite%5C2018-2020%20Website%20Updates%5CNew%20Program%20Proposals%20Checklist%5Ckdsdfp%40rit.edu)
Brenda Thornton, Senior Staff Specialist, (585) 475-4988, [bvtdfp@rit.edu](file:///%5C%5Cmain.ad.rit.edu%5CShares%5CACAD%5CACAD_ViceProvost%5CWebsite%5C2018-2020%20Website%20Updates%5CNew%20Program%20Proposals%20Checklist%5Cbvtdfp%40rit.edu)