New Program Proposal Checklist

Directions: Use this checklist to be sure you haven’t missed any important steps! Follow the steps in the order indicated.

☐ Prepare New Program Proposal (Further Information Here)

REMEMBER TO DO THE FOLLOWING:

☐ Review Previous Examples of Program Proposals (Further Information Here)
☐ Seek Guidance on Process from your College’s Associate Dean
☐ Confer with Vice Provost on any Questions/Concerns

REMEMBER TO GET REQUIRED SIGN OFFS BEFORE ICC/GC REVIEW:

☐ Consultation and Sign Off by Enrollment Management Required
☐ Consultation and Sign Off by Finance and Administration on Final Cost Model Projections Required
☐ Consultation and Sign Off on Program Level Outcomes Assessment Plan by the Office of Educational Effectiveness Assessment Required

☐ Move Program Proposal through Curriculum Review Stages: Date Approved

☐ Department
☐ College
☐ ICC or GC
☐ Academic Senate

☐ Secure Provost/President Approval to Send to NYSED (Dean’s Role)

☐ Prepare NYSED Registration Materials and send to Vice Provost (Further Information Here)