New Program Proposal Checklist

Directions: Before beginning any of the steps below, approval for the new program idea must be received from the Provost and President. For details, please see the new procedure and timeline for vetting and gaining approval for new degree program ideas.

☐ **Anticipated Start Term for New Program: _____**

☐ **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**

   ☐ **Provide Table 1 (A for Undergraduate, B for Graduate)**

   ☐ **Provide syllabi for new and changed courses**

   ☐ **Provide new and existing faculty information**

   ☐ **Provide External Review information, if applicable**

   ☐ **Complete applicable sections of the NYSED New General Academic Program Form (note that Professional Education programs use a special form)**

   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 (review Curricular Action Approval Process Chart to determine what approvals are needed. Discuss any questions with Vice Provost.)**

   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)**