MEMORANDUM

To: RIT faculty
From: Jeremy Haefner, Provost and Senior Vice President
Subject: New program approval process beginning fall 2012
Date: July 2012
Cc: Dr. William Destler, Dr. James Watters, Dr. James Miller, all deans

With the campus decision to switch to semesters, we imposed a moratorium on new program approvals until 2013. This memorandum articulates the process for new program approval beginning in with the fall of 2012.

Beginning in the fall of 2012, faculty may begin to bring forward new program proposals for approval consideration. The complete process is outlined here: http://www.rit.edu/academicaffairs/academicprogrammgmnt/

It is important to note key aspects of the process above. In particular, new program proposals are to:

1. Develop cost models, including viable enrollment numbers as certified by Enrollment Management and Career Services, prior to department review;
2. Be reviewed in concept paper form by the Deans council and the Provost prior to full proposal development;
3. Be reviewed and recommended by the university budget committee during normal budget hearing cycles;
4. Have formal written approval from the Provost before being considered having final approval; and
5. Have a complete recruitment cycle before enrolling students.

In light of this process, the earliest that students would be matriculated into a new program is fall 2014.

Submitted,

Jeremy Haefner
Provost and Senior Vice President for Academic Affairs