**Revised: November 5, 2014**

**Masters Degrees**

**Process for Review of New and Substantially Modified Program Proposals**

**(Concept Paper review through final program approval by the President and Provost/Sr. VPAA typically takes at least 18 months)**

**Programs that require specialized accreditation for licensure, etc. should develop a plan for gaining such accreditation as soon as the program receives final RIT approvals.**

**Review and Direction from Provost**

**[April 15: all concept papers posted and vetted during academic year reviewed by Provost for approval to move to full proposal development.]**

**Prior to this, the Provost will bring the concept paper to the Council of Deans for discussion if Provost deems necessary or if one or more of the Deans calls for such a discussion.**

**Concept Paper**

**Concept paper created by initiator, shared and coordinated with dean and sent to Provost for vetting following steps outlined here (suggested concept paper template follows this flowchart). March 1 – last day for posting of Concept Paper to be eligible for Provost review and approval in current academic year.**

**February - March**

**By**

**Jan. 31**

**\*NOTE: The proposed program may not be advertised or admit new students until approval has been granted and formal authorization received from NYSED.**

**Approval and registration with NYSED\***

**Approval by President and Provost / Sr. VPAA**

**Incremental budget approval through RIT annual budget process**

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

**New Program: Full Development Proposal (including cost model)**

**College and University Formal Review**

**Review by Department Curriculum Committee**

**Review by College / Academic Unit Curriculum Committee**

**Review by Dean**

**External Review of Proposal (NYSED Requirement)**

**• 1 External Reviewer (pre-approved by NYSED through Sr.   
 Assoc. Provost Office) reviews written proposal**

* **Reviewers’ Report: Findings and Recommendations**
* **Institutional Response to Reviewers’ Report**

**Review by Graduate Council**

**(provide copies of full proposal to each committee member)**

**Review by Academic Senate**

**(provide Executive Summary for members of Senate and 2 copies of full proposal)**

**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**

**1. Concept paper:** Please follow the Concept Paper Template for New Degree Program Proposals which requires the following information:

(a) Describe the goals of and justification for the proposed program and provide a summary of curriculum;

(b) Describe how the program fits with RIT’s Academic Blueprint Portfolio characteristics and criteria;

(c) Describe specific curricular linkages with other academic programs and associated interdisciplinary connections. Provide evidence of Dean support when program uses specific courses or resources from another college;

d) Provide projected enrollment numbers and discuss marketability and future sustainability of program based on formal data and guidance provided by Enrollment Management and Career Services. The Vice President for Enrollment Management must formally certify enrollment projections in the Concept Paper and Final Program Proposal;

e) Describe the impact of the proposed new program on resources:  
•Utilization of Existing Resources: Elaborate on how

the development of this program uses

resources already assigned to the academic

unit / college (space, faculty/staff, etc.) and the

plan for reorganization or re-allocation of

resources.

•Cost Model Analysis: Provide summary of 5-year

revenue and cost projections taken from

Concept Paper Cost Model Template.

**Public Vetting:** When the concept paper is ready for review, it should be sent by the dean to Provost for a **four-week** posting to the Provost’s Curriculum and Academic Program Management website with a call for comment by the RIT community. (Concept papers must be posted by March 1 to be eligible for Provost review and approval in current academic year). Comments should be made utilizing the website’s electronic feedback option. Among other things, the purpose of community input is to identify potential synergy and /or overlap between the proposed program and other programs in the same college and different colleges or units across campus.  In addition, in order to further engage the RIT community, the initiator is encouraged to provide an appropriate opportunity for a public forum where questions and comments regarding synergy and overlap can be discussed.

**3. Summary of Community Feedback:** Following the public vetting stage, the dean summarizes and includes all feedback and Concept Paper Cost Model information and forwards to Provost with Concept Paper by April 15. Provost must give final approval to move to full proposal development stage. Prior to this, the Provost will bring concept paper to the Council of Deans for discussion if either the Provost deems it necessary or if one or more of the deans requests such a discussion.

**Joint Proposals:** Each academic unit and the related deans should provide evidence of support at concept paper stage. Formal review of full proposal by curricular review bodies associated with each unit is also expected.

**By**

**Jan. 15**