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 Concept Paper and Submit for Posting (See Template Here)
☐ 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 Sr. Associate Provost on any Questions/Concerns

REMEMBER TO GET SIGN OFFS NEEDED 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 Student Learning Outcomes Office Required

☐ Move Program Proposal through Curriculum Review Stages:  
  ☐ Department
  ☐ College
  ☐ ICC or GC
  ☐ Academic Senate

☐ Secure Provost/President Approved to Send to NYSED (Dean’s Role)
☐ Prepare NYSED Registration Materials and send to Sr Associate Provost (Further Information Here)