

Curricular Action Approval Process

New Programs • New Courses • Changes to Currently Registered Programs

Action	Approval required? (Y or N)						Notes
	Department Curriculum Committee	College Curriculum Committee	Inter-College Curriculum Committee or Graduate Council	Academic Senate	Provost	NYSED	
1. New Program Proposal General academic program Program to prepare candidates for a Licensed Profession See examples of applicable programs	Y	Y Dean or Designee Sends Proposal to ICC/GC	Y	Y	Y	Y	CIP code assigned by Office of Institutional Research after NYSED approval
2. Courses within an Approved Program Addition or deletion of courses, change to course titles and course credit hours after Program Approval by NYSED	Y	Y	N	N	N	N	Department must: 1. Modify table I from NYSED program registration materials to reflect course addition(s) or deletion(s). 2. Send revised table 1 to Office of Vice Provost
3. Substantive Changes to a Currently Registered Program Cumulative change since NYSED approval and registration of program of one-third or more (33 ⅓ %) of the minimum total credits required for the award (e.g. 20 credits if a 60 credit Associate Degree program, etc.) NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program A Program Level Outcomes Assessment Plan (PLOAP) must be completed when a program undergoes substantive changes.	Y	Y Dean or Designee sends Proposal to ICC/GC	Y	Y	Y	Y	
4. Change to the Title ONLY of a Currently Registered Program NYSED Form: Title Change Request for Registered Programs	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council

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<p>5. Any of the Following Changes to a Currently Registered Program</p> <p>a. Changes to the program’s focus or design (including a change in the program’s major disciplinary area, e.g. eliminating management courses in a business administration program)</p> <p>b. Adding or eliminating an option or concentration</p> <p>c. Eliminating a requirement for completion, including an internship, clinical, cooperative education or other work-based experience</p> <p>NYSED Form: Request to Change or Adapt a Registered Program</p> <p>NYSED Form: Application to Change or Adapt a Registered Professional Education Program</p>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council
<p>6. Altering the Liberal Arts and Science Content in a way that Changes the Degree Classification, as defined in Section 3.47(c)(1-4) of Regents Rules (e.g. moving from BS to BFA)</p> <p>NYSED Form: Request to Change or Adapt a Registered Program</p> <p>NYSED Form: Application to Change or Adapt a Registered Professional Education Program</p>	Y	Y Dean or Designee Sends Proposal to ICC	Y	Y	Y	Y	
<p>7. A Program Award Change in Degree</p> <p>NYSED Form: Request to Change or Adapt a Registered Program</p> <p>NYSED Form: Application to Change or Adapt a Registered Professional Education Program</p>	Y	Y Dean or Designee Sends Proposal to ICC/GC	Y	Y	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council

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8. Mode of Delivery – Adding Distance Ed NYSED Application to Add the Distance Education Format To a New or Registered Program	Y	Y	N	N	Y	Y	Dean sends paperwork to Office of Vice Provost
9. Discontinuing a Program NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council
10. A Format Change that Alters the Program's Financial Aid Eligibility (e.g. from full-time to part-time, or to an abbreviated or accelerated semester) NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N	N	Y	Y	Dean sends paperwork to Office of Vice Provost
11. A Change in the Total Number of Credits of any Certificate or Advanced Certificate Program NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council

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12. Establishing New Programs Based on Existing Registered Program(s) a. Creating a dual-degree program from existing registered programs Dual Degree Guidance from RIT Vice Provost	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council
b. Creating a new program from a concentration/track in an existing registered program General academic program Program to prepare candidates for a Licensed Profession See examples of applicable programs	Y	Y Dean or Designee sends Proposal to ICC/GC	Y	Y	Y	Y	
13. Other A proposal to change a non-licensure-qualifying program to one that is licensure qualifying, contact Office of Vice Provost	Y	Y	N (FYI only)	N	Y	Y	